



THOMAS JEFFERSON MEMORIAL CHURCH UNITARIAN UNIVERSALIST

POLICY MANUAL

(procedures and forms included)

November, 2015

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I. ORGANIZATIONAL STRUCTURE

A. BOARD RESPONSIBILITIES/PROCEDURES

1. RESPONSIBILITY FOR CANVASS

POLICY I.A.1: It is the responsibility of the Board of Trustees that the annual canvass is a success.

PROCEDURE:

- To accomplish this, the Board of Trustees will take a leading role in the annual canvass, and leadership in the canvass is recognized as an important responsibility for each Board member as a consequence of being elected to the Board.
- As a first step in taking a leadership role, the Board will ensure appointment of the canvass chair(s) and a canvass committee *at least six months prior to the Canvass*.
- As a second step, the Board will meet with the canvass committee and will participate in the planning of the canvass.
- It is not intended that the role of the Board be limited to these two steps; further ideas for leadership roles for the Board and its individual members are expected to be developed as an outgrowth of the Board's meetings with the canvass committee.

Revised 8/2009;

2. REVIEW OF CHURCH BY-LAWS, POLICIES AND GOVERNANCE

POLICY I.A.2.a: The Board shall adopt a Policy Manual which states the important policies and procedures of the Church as approved by the Board from time to time. The Policy Manual shall include provisions assuring that Board Members are familiar with the bylaws; Church officers are familiar with the bylaws and Policy Manual; and Council and committee chairs are familiar with pertinent portions of the bylaws and Policy Manual.

Approved 12/2010

POLICY I.A.2.b: The Board shall establish a procedure for suggested changes, additions, and deletions to the TJMC-UU Policy Manual.

Rationale: The Policy Manual supports the TJMC Bylaws by fleshing out the responsibilities and tasks related to them. Because church operations are somewhat fluid and need to fit the current tides and practices, there are times when policies can and should be added, changed, or deleted.

Background: Approval of the TJMC-UU Policy Manual is the responsibility of the Board of Trustees. Therefore, policy changes to that document must be approved by that governance body.

However, the members of the various councils, committees, and task forces also have strong involvement in the operations of the church. Thus, the policies need to both guide and reflect the work of these groups.

Procedures for Amendment to the TJMC-UU Policy Manual

- ⤴ Who: Any task force, committee or council of TJMC-UU may make recommendations for policy change. Any TJMC-UU member or group may make recommendations for policy changes through the appropriate council or committee.
- ⤴ How:
 - A. Each request for policy change must be in writing and include the following information:
 - 1. Policy number and section – Where in the Policy Manual a change is requested
 - 2. Rationale – Statement of why a change is needed
 - 3. Changes –
 - a. Suggested wording for changes or additional policy
 - b. Wording of any policy where deletion is requested
 - B. Approval/Support – Endorsement of policy change recommendations is required.
 - 1. The committee or group which supports this change shall be specified. Signature of the chair is required.
 - 2. The affiliated council which supports this change shall also be specified. Signature of the chair is required.
 - 3. The sponsoring council's chair will share the newly proposed policy change with all other Council Chairs for review in order to assure that proposed changes are not in conflict with the operations or activities of any other council, committee, or group within the council structure.
 - C. Signed council-sponsored recommendations shall be forwarded to the Vice-President, who will add the policy to the Board's agenda for final approval and inclusion in (or deletion from) the TJMC-UU Policy Manual.
 - D. Policy recommendations from Board-appointed task forces shall be submitted in writing directly to the Board-liaison or the Secretary of the Board for final approval and inclusion in (or deletion from) the TJMC-UU Policy Manual. Suggested policies shall include the criteria found at "A" above.
 - E. Following Board approval of policy changes, the Secretary shall ensure inclusion of the changes in the master copy of the current TJMC-UU Policy Manual. The Secretary shall ensure notification of the staff and all Board-appointed task forces of the approved policy additions or changes. The Vice-President will notify all councils, committees, and groups of the approved policy additions or changes. The Secretary shall ensure the publication of changes in the members' monthly "Bulletin" publication, on the church website, and on the bulletin board in the main church hallway.

Approved January 13, 2011

POLICY I.A.2.c: The Church's Bylaws, policies and general governance structure shall be reviewed at least every seven (7) years from May 1, 1997.

PROCEDURE:

- The Board shall appoint a task force at least every seven (7) years from May 1, 1997, to review and make recommendations concerning any necessary changes to the Church's By-laws, policies and general governance structure.

Approved 3/1996

Policy I.A.2.d – Personnel Manual The Board of Trustees recognizes the important role of the Personnel Committee and charges the Personnel Committee with the upkeep of a Personnel Manual, which is separate from the TJMC- UU Policy Manual.

Approved June, 2012

Procedure:

*The Board shall review and give final approval of additions and changes to the Personnel Manual made by the Personnel Committee or others.

*The Personnel Manual shall be reviewed at least every three years by a team composed of representatives from the Personnel Committee, the Board of Trustees, and the Minister(s).

*A copy of the Personnel Manual shall be available in the office for member and staff review, upon request.

3. SUBMISSION OF REPORTS AND ACTION ITEMS TO THE BOARD

POLICY I.A.3: Material related to a Board of Trustees Meeting shall be distributed to Board members in advance of the meeting.

PROCEDURE:

- Everything for each Board Meeting must be submitted to the Board Secretary by noon one week to the day of the week prior to the regular Board Meeting.
- The Board Secretary will bundle all submissions and forward them on to the Board via email.
- Each Board member is responsible for reviewing and bringing the packet to the meeting.

Approved 6/2011

4. MINUTES, RECORDS AND REPORTS OF THE BOARD OF TRUSTEES

POLICY I.A.4.a: All official statements by the Board shall state the numerical vote of the Board.

Approved 8/1974

POLICY I.A.4.b: All TJMC financial records and minutes are the property of the Church. Original copies of all records kept by the Secretary shall be kept on the church premises.

Approved 12/2010

POLICY I.A.4.c: The Financial records shall be open to audit as directed by the Board, except for individual pledge records.

Approved 12/2010

5. DELEGATES TO THE UUA GENERAL ASSEMBLY AND SOUTHEAST DISTRICT MEETINGS

POLICY I.A.5: The Board of Trustees shall recruit and select the official TJMC-UU delegates for the UUA General Assembly and the Southeast District Annual Meeting using the following guidelines and procedures.

- Delegates shall be active members of Thomas Jefferson Memorial Church.
- Any member seeking appointment to TJMC-UU delegate status must speak directly to a member of the Executive Committee of the Board or must send a letter to the Board President expressing interest and qualifications.
- Delegates shall be appointed/approved by the full Board of Trustees.
- The number of delegate appointments shall be based on the membership total reported at the January meeting of the Board and on the rationing formula required by the UUA and our District.
- Delegates shall be responsible to inform themselves about the agenda items prior to voting.
- Should input from the congregation be beneficial to the representation of the church members (example: election of a new UUA President), the TJMC delegates shall attend any formal congregational conversation(s) in order to become informed of the general preference of the group.

Approved May, 2012

B. RESPONSIBILITIES of CHURCH OFFICERS

POLICY I.B.1: General duties of the Board and its officers are defined in the TJMC-UU Bylaws at Articles V, VI, and VII.

PROCEDURE:

- Administrative procedures and job description specifics shall be clarified and updated at least once during the term of the office by the office holder.
- These procedures and specifics shall be sent to the Leadership Development Committee by March each term for the purpose of recruitment.

Related Documents and Forms:

Administrative Policies, Procedures and Job Description of Board Officers:

POLICY I.B.1.a: Administrative policies, procedures and job description of the President

- The President shall serve as a voting member both on the Executive Committee and on the Board of Trustees.
- With the Executive Committee, the President shall ensure that the Board fulfills its obligations, including leadership in the annual canvass, as well as the appointment of Board liaisons, Board representatives, and other assignments as required.
- The President shall serve as Chair of the Congregational meetings, the Board meetings, and the Executive Committee meetings.
 - The President will work closely with the Director of Administration and Finance to ensure that Congregational Meeting information is distributed in a timely manner, following all policies and procedures outlined in the TJMC Bylaws and Policy Manual.
 - The President will delegate tasks to Board members to ensure the smooth implementation of the Congregational Meeting.

- The President shall collaborate as an equal partner with the Minister(s) in the direction of TJMC-UU and in carrying out the vision and policies of the congregation.
- The President is allowed to accept unconditional non-monetary gifts up to \$500 on behalf of the church. (see POLICY V.A.7.b)
- The President shall identify financial analyst (s) as needed, who will then have access to pledge and contribution data. (see POLICY V.B.1)
- At the conclusion of the term as President, the President will assume the role of Past President.

Approved June 2011

POLICY I.B.1.b Administrative policies, procedures and job description of the Past President

- The Past President shall serve as a voting member both on the Executive Committee and on the Board of Trustees, and assist the President as requested.
- The Past President shall serve as a member of the Leadership Development committee.

Approved June 2011

POLICY I.B.1.c: Administrative policies, procedures and job description of the President-Elect

- The President-Elect shall serve as a voting member both on the Executive Committee and on the Board of Trustees, and assist the President as requested.
- The President-Elect shall serve as the Board Liaison to the Communications Committee to assure that all parties within TJMC-UU are fully apprised of the issues and decisions relevant to each.
- At the completion of the year as President-Elect, the President-Elect will assume the Presidency.
- The President-Elect shall act in place of the President if the President is unable to perform the duties of that office.

Approved June 2011

POLICY I.B.1.d: Administrative policies, procedures and job description of the Vice President

- The Vice President shall serve as a voting member both on the Executive Committee and on the Board of Trustees.
- Each year the Vice President will attend that the first meeting of each of the Church Councils to facilitate the election of the Council Chairs.
- In September the Vice President will distribute a list of each of the Church's committees with the name and phone number of their chairperson(s). The list will be forwarded to the members of the Board of Trustees and all staff members.
- The Vice President will ensure that each Council Chair has access to an updated electronic copy of the TJMC-UU Bylaws and the current TJMC-UU Policy Manual at the beginning of each term of office and/or program year.
- The Vice President will convene regular meetings of all the Council Chairs. The agenda shall include sharing and brainstorming about common concerns and special issues, providing support for the council governance structure, coordinating council-sponsored events, and proposing or endorsing policies and actions to the Board of Trustees.
- The Vice President will post approved Minutes for all Council Chair meetings on the bulletin board on the main hallway of the church and on the TJMC-UU website.
- The Vice President will summarize major council/committee actions in a monthly report to the Board.
- The Vice President will help forward general communications/information from the Board of Trustees to the Council Chairs and their respective committees and groups, and will serve as liaison between the Councils and the Board.

- The Vice President will support the Director of Administration and Finance in the development of the Master Calendar each spring.
- The Vice President will support the Treasurer and the Finance Committee in the annual budget by forwarding information about the process to all councils and their respective committees and groups.
- The Vice President shall serve no more than two consecutive two-year terms.

Approved June 2011

POLICY I.B.1.e: Administrative policies, procedures and job description of the Treasurer

- The Treasurer shall serve as a voting member both of the Executive Committee and on the Board of Trustees.
- The Treasurer shall also serve as a voting member of the Finance Committee and as an ex-officio non-voting member of the Endowment Committee and shall act as a liaison between those committees and the Board.
- The Treasurer shall provide a current financial statement including an income statement and balance sheet indicating the church's financial position at each Board meeting and at each Finance Committee meeting. The Treasurer shall also write a brief article each month on the financial position of the church for inclusion in the Monthly Church Bulletin. In addition, the Treasurer shall provide a current financial statement at each Congregational meeting.
- Each year the Treasurer, in consultation with the Finance Committee, shall provide the Board with a draft church budget and revisions to the budget as needed for the next fiscal year.
- The Treasurer may appoint an Assistant Treasurer or Controller with the advice and consent of the Board. The Assistant Treasurer shall perform delegated duties and, in the absence of the Treasurer, assume the duties of the Treasurer, except for voting at Board meetings.
- Each month the Treasurer shall review the church bank account statements, reconcile the Church accounts and consult with the Church Controller concerning any unusual checks or expenditures.
- The Treasurer, in consultation with the Finance Committee, shall ensure that there are appropriate checks and balances and safeguards with respect to the handling of all church moneys and other fiscal assets.
- As one of those safeguards, the Treasurer shall not have authority to write checks or to deposit money received by the church.
- The Treasurer shall notify the Board whenever any expense line item in the budget has exceeded the budgeted amount by more than \$200. The Treasurer shall not allow any item to exceed its budgeted amount by more than \$500 or 100 percent of the budgeted item, whichever is less, without the express authorization of the Board.
- The Treasurer shall serve no more than two consecutive two-year terms.

Approved June 2011

POLICY I.B.1.f: Administrative policies, procedures and job description of the Board Secretary

- The Secretary shall serve as a voting member both of the Executive Committee and on the Board of Trustees.
- The Board Secretary shall work with the Director of Administration and Finance to assure that each church Officer and Board member receives a current copy of the church's Bylaws at the beginning of their term of office.

- The Board Secretary shall work with the Director of Administration and Finance to ensure that the President and the Vice President receive a current copy of the Policy Manual at the same time they are given the Bylaws.
- The Board Secretary shall inform each new Board member and officer that they are expected to read and become familiar with the documents they have been given before the second meeting of the Board after the beginning of their term.
- The Board Secretary shall take, keep, and preserve an accurate record of the Board, Executive Committee and Congregational meetings.
- The Board Secretary shall disseminate copies of Board minutes to all members of the Board, the Minister, and the chairs of other committees or councils that are directly the subject of Board action or substantive discussion. The Board Secretary is encouraged to publish a summary of Board minutes in the church Bulletin.
- The Secretary shall make the agenda of the Board meeting public when the Board Packet is distributed.
- The Board Secretary shall work with the Director of Administration and Finance to notify members of congregational meetings.
- The Board Secretary shall ensure that current copies of the bylaws and the Policy Manual are maintained.
- The Board Secretary shall distribute electronically (or arrange for the Director of Administration and Finance to do so) each fall or make available online a current copy of the Policy Manual for members of the Board, Councils and Committee chairs.
- The Board Secretary shall ensure that there are two current copies of the Policy Manual in the Church office, one of which is to be made available for loan to Board members and other church members.
- The Board Secretary shall update the Policy Manual following each Board meeting (if required).
- The Membership Tracker shall keep and report the membership roll.
 - As a member of the Board, the Board Secretary will take a leading role in the annual canvass, including all tasks agreed upon between the Board and the canvass committee.
 - The Secretary shall serve no more than two consecutive two-year terms.

Approved June 2011
Revised November, 2012

C. CHURCH COUNCILS

1. Structure and Organization

POLICY I.C.1: All church committees and groups shall be assigned to one of the TJMC-UU Councils by the Board or the joint Council Chairs. Exceptions are made for Board-appointed task forces or committees and congregationally-elected committees who report directly to the Board. A limited number of non-governance enrichment groups are not the responsibility of the Councils, as determined by the Board and/or the joint Council Chairs.

Approved December 2010

Purpose: To provide a governance structure which includes committees and groups based on goals, functions, and interests.

Rationale: All groups are responsible to the church and its multiple missions. However, there are far too many committees and groups for every one of them to report independently to the Board of Trustees. Therefore, the Councils serve as the first tier in the organizational structure for many of the committees and groups.

Applies to: All TJMC-UU committees and groups, with the exception of Board-appointed task forces or committees, congregationally-elected committees, and selected non-governance enrichment groups.

PROCEDURE:

- The Councils shall orient and support their committee chairs and assist in problem solving. They shall coordinate the contributions from each of these groups with the goal of providing a comprehensive offering which fosters the community of TJMC-UU members and friends and ensures the most effective use of Church resources.
- The principle duties of the Councils shall be to facilitate the exchange of information among its constituent committees. In performing this duty, the Councils shall have authority to approve job descriptions of new committee and revisions of present committee job descriptions, propose budgetary requests and coordinate joint committee activities and the calendaring of church events.
- Each Council shall hear all matters reported to it by its constituent committee for the purpose of discussion and resolution. However, if a committee requests, the Council shall pass the committee's proposal to the full Board for consideration, either with or without a recommendation for approval or rejection.
- A representative from each of the assigned committees and groups shall regularly attend council meetings, as requested by the chair.
- The voting members of each Council shall be the chairs (or representatives designated by the chairs) of such committees.
- The council members shall work together with their committees and councils to design and implement programs, procedures, and activities which enhance the objective of a specified area of church governance.

- Minutes of Council meetings shall be distributed for approval to Council members within 2 weeks of the meeting. Approved minutes shall be sent to the Board Vice President and the Director of Administration and Finance, as well as the Council members.
- Councils shall take responsibility for requesting, managing, and distributing all funds coming from the general church budget.
- Councils shall also manage and account for all money distributed out of specified, committee-related line-item or special use accounts.
- Councils may propose changes to the TJMC-UU Bylaws or the TJMC-UU Policy Manual either collectively or individually. All council-sponsored bylaw or policy recommendations shall be clarified and forwarded to the Board through the Council Chairs and the Vice-President.
- A council may be discontinued or reconfigured by the Board with a recommendation by the joint Council Chairs.
- Each committee or group will submit a written annual statement of purpose which identifies its leadership, participants, and the objectives.
- New committees or groups shall be assigned membership in one of the existing councils according to their objectives.
- Councils will support the committees and groups by providing guidance, encouragement and cooperation. Committees (and groups at the request of the Council Chair) will support the council by submitting minutes and sharing successes and/or needs.
- The Vice-President shall serve as the representative of the Executive Board with direct responsibility for council management.
- All council requests for Board approval of policies, special requests, endorsements, etc. will be added to the Board's agenda by the VP or the council liaisons.
- The Council will decide if certain committees or groups need to consolidate or to sub-divide in order to enhance efficiency to better meet the goals of the council.
- The Councils will determine if each committee meets the criteria for committee or group status. When a committee or group's termination is needed, it will be managed by the council to which it is assigned.

POLICY I.C.2: Job Description for Council Chairs

1. Each council shall be made up of groups and committees which share a common area of interest, expertise, management, or concern related to the function and operation of TJMC-UU. Committees and groups shall be assigned to specific councils by common agreement of the Board of Trustees, the Vice-President, and the Council Chairs. TJMC-UU shall govern using the Council Structure model.
2. The Council Chair shall organize, plan, and run a minimum of three or four meetings of the chairs of the key committees and groups assigned to the council. Some councils will need to meet more often in order to deal with all the business of that council.

3. The Council Chair shall assure that minutes are taken at each council meeting. Minutes will reflect all outcomes and decisions of the council. Once approved, minutes shall be forwarded to the Board Vice-President and to the Director of Administration and Finance. All council minutes shall be posted on the TJMC-UU website as soon as they are approved.
4. The Council Chair shall administer budgeted funds for his/her council throughout the year and shall coordinate budget requests to the Finance Committee and the Treasurer each spring.
5. Any council business which needs input from other councils or the Board shall be brought to the Council Chairs meetings or contacting the Board Vice-President.
6. The Council Chairs will meet as a group as often as needed and at least four times a year. The Council Chairs will coordinate, consult, and cooperate with the other councils to assure uniform goals and expectations in governance through the Council Structure. The Council Chairs will collaborate with the Board and the staff in times of emergency. The Council Chairs' meetings shall be called and run by the Board Vice President.
7. Each Council Chair shall serve as the primary communication link to between the committees/groups under its purview. Memos, notices, and requests for action will be sent to the Council Chair, who will as necessary forward all important information to each of the committee or groups chairs, who will in turn send it to every member of his/her committees and groups. On occasion the feed of information may run backwards from the membership to the Council Chairs and then to the VP and Board or the staff.
8. Council chairs will advise their respective Councils to acquire familiarity with the TJMC-UU Bylaws and policy manual (both of which are available electronically) and ensure that recommended changes in bylaws and policy manual are developed for approval by Council Chairs and ultimately the Board, in accordance with existing policies.
9. Council chairs will encourage leadership development, rotation of leaders, and succession for the key committees and groups within their purview.

Approved September 2011

D. COMMITTEES and GROUPS

1. CRITERIA, RESPONSIBILITIES AND PRIVILEGES OF COMMITTEES AND GROUPS

POLICY I.D.1: Any group of individuals seeking TJMC-UU recognition and support must meet the criteria for either "committee" or "group" status and adhere to the following criteria, responsibilities and privileges.

PROCEDURE: Criteria, Responsibilities, and Privileges of Committees and Groups

Criteria:

1. A. A committee shall include three or more TJMC members or supporters.
B. A group shall include three or more active TJMC participants.
2. No TJMC group or committee shall charge for any opportunity/activity, other than fund-raisers which have been approved in accordance with the fundraising policies.
3. No TJMC members shall be excluded from the activities of any group or committee, with the following exceptions:
 - a. Covenant groups will open for registration only during designated times.
 - b. Social groups may target specific ages/genders.

- c. Religious education classes will be grouped by age, as determined by the Lifespan Faith Development Council
 - d. Committees or groups whose composition is specified in the bylaws shall be limited in accordance with those bylaws.
4. Each TJMC committee and group shall reflect the basic tenets and philosophies of the church, and be supportive of the church mission.
 5. Special Committees and Task Forces appointed by the Board or elected by the Congregation shall report directly to the Board as specified in their description and charge.

Responsibilities of groups and committees

- 1) Provide publicity about the activities of the committee or group to the TJMC community through the TJMC communication channels.
- 2) At the request of the appropriate Council, send a representative to that Council meeting for the purpose of collaboration and cooperation with other groups and committees.
- 3) Arrange with the Director of Administration and Finance for building usage for all TJMC activities.
- 4) Take responsibility for the publicity of sponsored events and meetings.
- 5) Submit a formal annual report in early April to the appropriate Council chair.
- 6) Prepare and submit a "job description" of the purpose of the Committee or group.
- 7) Maintain participant records which are to be submitted to the Council chair in late October and in *early April*.
- 8) Adhere to all TJMC policies.
- 9) Expenditures shall be approved in accordance with Finance Committee policies and procedures.
- 10) Written minutes shall be taken consistently in committee minutes except where the nature of the gathering makes minutes inappropriate (e.g., at work parties or purely social gatherings). Copies of minutes shall be disseminated as directed by the Councils or by the Board in its Policy Manual or otherwise.

Privileges of groups and committees

- 1) TJMC committees and groups may arrange to use TJMC building or campus space for regularly scheduled gatherings, or sponsored events when reserved through the Director of Administration and Finance . TJMC will provide this space in compliance with rental and fundraising policies.
- 2) TJMC committees and groups may advertise their social, worship, education and advocacy and/or service and support opportunities in the TJMC communication channels.

Approved 12/09/10

Related Documents and Forms:

Application for New Committee/Group

APPLICATION FOR NEW COMMITTEE OR GROUP in TJMC COUNCILS

1. Name of Proposed Committee/Group: _____
2. Names, emails, and phone numbers of three TJMC Members or Supporters (for Groups) or three TJMC Members (for Committees) who support this application and intend to participate in this committee/group.
 1. _____
 2. _____
 3. _____

3. Purpose of the Group/Committee: _____

4. Which aspect of the TJMC mission is this purpose fulfilling?

*1.2 - Mission. Thomas Jefferson Memorial Church Unitarian Universalist is a church of the liberal tradition rooted in the heritage of Unitarian Universalism and dedicated to the belief that in every individual there are extraordinary possibilities. WE ARE committed to the individual and collective pursuit of spiritual growth, social justice, and life-long religious education and understanding.
WE FOSTER an open and free community in which we share our gifts, care for one another, and honor our differences.*

5. Leadership: Designate the contact/chair for this group/Committee (must be TJMC member if Committee; TJMC participant if group). _____

6. Designate a backup contact person

7. What resources of TJMC do you anticipate using? (include publicity needs, space needs, budget, etc.) _____

As Leader/Contact Person for this new group/committee, I agree to ensure that we will meet our responsibilities to TJMC and we will adhere to TJMC policies in our activities. I understand that approval of this committee/group can be withdrawn by the Council at any time.

Approved 5/13/10

Criteria:

1. A. A committee shall include three or more TJMC members or supporters.
B. A group shall include three or more active TJMC participants.
2. No TJMC group or committee shall charge for any opportunity/activity, other than fund-raisers which have been approved in accordance with the fundraising policies.
3. No TJMC members shall be excluded from the activities of any group or committee, with the following exceptions:
 - a. Covenant groups will open for registration only during designated times.
 - b. Social groups may target specific ages/genders.
 - c. Religious education classes will be grouped by age, as determined by the Lifespan Faith Development Council
 - d. Committees or groups whose composition is specified in the bylaws shall be limited in accordance with those bylaws.
4. Each TJMC committee and group shall reflect the basic tenets and philosophies of the church, and be supportive of the church mission.
5. Special Committees and Task Forces appointed by the Board or elected by the Congregation shall report directly to the Board as specified in their description and charge.

Responsibilities of groups and committees

- 1) Provide publicity about the activities of the committee or group to the TJMC community through the TJMC communication channels.
- 2) At the request of the appropriate Council, send a representative to that Council meeting for the purpose of collaboration and cooperation with other groups and committees.
- 3) Arrange with the Director of Administration and Finance for building usage for all TJMC activities.
- 4) Take responsibility for the publicity of sponsored events and meetings.
- 5) Submit a formal annual report in *early* April to the appropriate Council chair.
- 6) Maintain participant records which are to be submitted to the Council chair in late October and in *early* April.
- 7) Adhere to all TJMC policies.
- 8) Expenditures shall be approved in accordance with Finance Committee policies and procedures.

Privileges of groups and committees

- 1) TJMC committees and groups may arrange to use TJMC building or campus space for regularly scheduled gatherings, or sponsored events when reserved through the Director of Administration and Finance . TJMC will provide this space in compliance with rental and fundraising policies.
- 2) TJMC committees and groups may advertise their social, worship, education and advocacy and/or service and support opportunities in the TJMC communication channels.

Approved 5/13/10

PROCEDURE FOR TERMINATING A GROUP OR COMMITTEE

Reasons for Termination of a Council Group or Committee

- I. Request of the Committee Chair or representative in writing to the Council.
At its next regularly scheduled meeting, the Council will discuss and either approve the request or take other action, which could include combining the committee/group with an existing one, or reforming it. Board and staff will be notified of the action of the Council.
- II. Failure to complete an annual report on deadline
 - 1) Upon failure to complete an annual report by the deadline in April, despite repeated reminders to do so, a letter could be sent: (Sample letter in Appendix I)
 - 2) Every effort will be made by the Council members to contact members of the group/committee to determine its true status and encourage them to continue recognition over the summer.
 - 3) If the motion to deny continued recognition is approved, the Board and staff will be notified, so that publicity and space requests can be denied.
- III. Violation of a TJMC policy, specifically fund-raising, fiscal, or in use of space.
 - 1) The issue will be placed on the next agenda of the Council for discussion. A representative or chair of the committee/group will be invited to attend.
 - 2) The Council may determine to discontinue the group/committee, reform it or combine it with another. If so, the Board and staff will be notified so that publicity and space will no longer be available to the group/committee.

Approved 5/13/10

Related Documents and Forms:

Sample Letter for Termination of Committee/Group

May 1

Dear Committee/Group Chair and/or Members:

A requirement of all church-affiliated groups is that they file an annual report with the congregation. We have not received your report, and can only assume that your committee/group is either no longer meeting or has no leadership willing to file the report. In either event, the congregation may find it difficult to continue to provide support (including meeting space and/or publicity) for your group. The Council is responsible for recognizing groups and committees under its purview. At our next meeting, probably in September, we will consider a motion to deny your group continued recognition as an approved committee/group within the Council. Should that motion be approved, your committee will need to complete (and have approved) a new application for committee/group before TJMC resources would become available to you. On the other hand, if you wish to continue your current status, a representative of your committee/group may appear before the Council and appeal the motion to deny your continued recognition.

Please feel free to contact any member of our Council to discuss this action. We are anxious for your group to continue, but also aware of our obligation to the congregation.

Signed: Council Chair

2. ANNUAL REPORTS

POLICY I.D.2: All councils, committees and task forces shall submit an annual report of activities and accomplishments.

PROCEDURE:

- The Director of Administration and Finance shall issue a call for annual reports 5 weeks prior to the annual business meeting.
- Each council-related committee or group shall assure that a written Annual Report of the committee's activities is filed with the Council Chair, the Director of Administration and Finance, and the Board Vice President prior to the church's annual business meeting in the spring.
- Each Board-appointed committee or Task Force and each congregationally-elected committee shall assure that a written Annual Report of activities is filed with the Board Secretary and the Director of Administration and Finance prior to the church's annual business meeting in the Spring.

Approved 12/9/10

3. BEST PRACTICES OF COMMITTEES AND GROUPS TO ENSURE ONGOING LEADERSHIP

The following "best practices" are strongly suggested, but not mandated:

- Committees should have co-chairs serving staggered terms. The outgoing co-chair should mentor, instruct, and share records and procedures with the incoming co-chair. In addition co-chair positions should rotate among members of the committee.
- Each committee should find an appropriate time of the year, depending on the work that it does, to take stock. This should take two forms. First, the group would reflect on how the committee's job descriptions may need to evolve to better fit the needs of the church in the coming year. Goals for the year and specific roles for individuals should be discussed. Secondly, members would deliberately choose to either "re-up," or exit before burning out.

Approved November 2013

4. COMMITTEE/GROUP COMMUNICATION WITH THE BOARD

POLICY I.D.4: The normal channel of communications from committees and groups to the Board shall be through the Council structure, which in turn, should report to the Board via the Vice President. Board-appointed and congregationally-elected committees and Task Forces shall communicate directly with the Board. Committee chairs are free to discuss pressing concerns directly with Board members.

Approved 12/9/10

5. DISTRIBUTION OF COMMITTEE MINUTES

POLICY I.D.5: Minutes of committee meetings shall be distributed to committee members before the next meeting.

PROCEDURE:

- Once the minutes are approved, they shall be sent to The Council Chair, the Director of Administration and Finance and Board Vice President.

Approved 12/9/10

E. BOARD-APPOINTED TASK FORCES and AD HOC COMMITTEES

1. GENERAL REQUIREMENTS

POLICY I.E.1: Each Board-appointed task force and ad hoc committee shall have a clear charge, with responsibilities and expected outcomes, prior to appointment.

PROCEDURE:

- Most Task Forces and Ad Hoc committees will, by design, be time-limited in their responsibilities.
- Task Forces and Ad Hoc committees are not directly aligned to a council and shall report directly to the Board.
- It is up to the Board to determine if financial support is required for the success of a given Task Force or Ad Hoc committee.

Approved 12/9/10

2. MINISTERIAL SEARCH COMMITTEE

POLICY I.E.2: A Ministerial Search Committee shall be elected at a congregational meeting, when needed. (Refer to Bylaws – regarding nomination and election.)

PROCEDURE:

- An initial budget for the Search Committee shall be approved at the congregational meeting which elects the committee.
- The Search Committee shall meet within 30 days after its election and choose a chair and secretary from among its members.
- The search shall follow the procedures suggested by the UUA Department of ministry, including its recommendations on nondiscrimination.
- The Search Committee shall make interim reports to the Board and the congregation.
- In the case of the resignation of a committee member, the Board may appoint a replacement to serve until the next congregational meeting, when the new member shall be elected in a special election.

3. PERSONNEL COMMITTEE

POLICY I.E.3: The Personnel Committee shall report to the Board of Trustees.

Approved 12/2010

4. STANDING COMMITTEES

POLICY I.E.4.a: Standing committees shall be established and maintained to plan and carry out important Church activities and shall implement Church policies as directed by the Board. The purposes and duties of each shall be specified.

Approved 12/9/10

PROCEDURE

- Among the functions of the standing committees in fulfilling the mission of the Church are the following: engage in community outreach, encourage diversity, ensure accessibility of the Church and its programs, prepare an annual budget and advise the Board on financial matters; assist the Board in long range planning; oversee Lifespan Faith Development programs; advise the Board regarding the hiring and managing of Church staff other than the Minister(s); welcome newcomers and inform new members about the activities of the Church; plan and supervise the care and maintenance of the buildings, furnishings, equipment, and grounds; and assist the Minister(s) with Sunday services and plan and execute lay led services.
- From time to time the Councils shall review the duties and job descriptions of their committees which shall be placed in the Policy Manual. Significant changes in these duties shall be reported to the Board.
- Each year the Councils shall confirm the names of the chairs of standing committees from recommendations by the committees and the Leadership Development Committee. Any limitations on the number of terms a chair may serve shall be approved by the Councils and specified in committee job descriptions in the Church Policy Manual.
- All chairs of committees shall be Church members. The Board shall be notified of all committee chairs prior to the annual business meeting, when appointments shall be announced. The Councils and/or Board, at the Board's discretion, assisted by the Leadership Development Committee, shall fill by appointment any vacancies occurring in committee chair positions during the year between annual meetings.

POLICY I.E.4.b: Committee Chairs shall select their committee members, except for those committees whose members are elected by the congregation or appointed by the Board.

Approved 12/2010

PROCEDURE:

- Each chair shall report the names of committee members to the appropriate Council Chair.
- Chairs shall be held responsible for discharging their committee duties as described in the Policy Manual and for the budgeting, management, and expenditure of Church funds allocated to their committees. Those standing committee chairs, as designated by the Councils and/or Board in

the Policy Manual, or their representatives, shall serve on their appropriate Council and regularly attend Council meetings.

POLICY I.E.4.c: Members of standing committees, except chairs, congregation elected committee members or Board appointed committee members, are not required to be Church members.

Approved 12/2010

PROCEDURE

- Church staff members are welcome to attend (without the right to vote) all committee and Council meetings, except that they may attend the meetings of the Personnel Committee only upon invitation of that committee.
- Committee chairs shall select committee members, unless special provisions have been made. These special provisions may include any or all of the following: appointment of committee members by the Board or a Church Council; specifications of the size of the committee; fixing terms of office for committee members, which may exceed one year; and limiting the length of time committee members may serve consecutively. The appropriate Council must approve all special provisions and these shall be included in the Policy Manual.

II. MEMBERSHIP

A. ELIGIBILITY FOR MEMBERSHIP

POLICY II.A.1: Membership is open to persons age 16 and over. Individual exceptions are permitted by the Board of Trustees for any person aged 14 or 15 who has successfully completed a TJMC-UU Coming of Age course.

Approved 12/2010

B. MEMBERSHIP COUNT AND REPORTING

POLICY II.B.1: The Membership Committee shall have the responsibility of monitoring the membership roll, working with the Director of Administration and Finance to ensure that changes in member status comply with the procedures defined by the Membership Committee.

PROCEDURE:

- The Membership Tracker shall report monthly to the Board the names of new members and those who have withdrawn from membership or changed their membership status: from active to inactive or from inactive to active and those who have changed from youth member to member.
- The membership roll will be updated annually in order to report membership accurately to the UUA. *The number of members we report each January to the Unitarian Universalist Association shall be the number of active adult members on our rolls at the time of the January Board meeting
- The Membership Tracker, in consultation with the Pledge Tracker, the Director of Admin & Finance, the Committee, Minister(s), the Director of Faith Development (DFD), and the Membership Committee, shall compile a list of current members who have not pledged or made a financial contribution of record or volunteered or participated in church groups or committees within the past two years. After consultation with the minister(s) and DFD, these members shall receive a letter from the Membership Tracker inquiring as to membership intention. Failure to respond to this inquiry shall result in a member status change to archived inactive member. Those responding can choose to remain active Members, *or become Supporters* or can become archived inactive Members. During the annual review of membership the Youth Members who have been identified as no longer participating in the RE program or as having reached the age of 22 will receive a letter asking about their membership intention. Failure to respond to this letter will result in a youth member status change to inactive member. Those responding can choose to remain active Youth Members (if they are 21 or younger), active Members (if they are over 21), become archived inactive Members or withdraw their membership. The membership list reported to the Board in January minus the Youth Members shall be recorded in the January minutes of the Board and shall be the official list reported to the UUA.
- Youth from the ages of 16 through 22 may become Members by signing the Membership book. Youth under the age of 16, living within the household of Supporters or Members, who wish to sign the book may do so upon completion of the appropriate RE activity such as the Coming of Age program. Members

under the age of 22 and included as a part of a household (i.e. not living separately from their parents/guardian) shall be considered youth members and will not be reported to the UUA as members.

- Members who wish to become inactive or who wish to be re-activated must make a request to the church through one of the following persons: Minister(s), Director of Administration and Finance, Director of Faith Development, Membership Tracker, Membership Chair, Membership Assistant Chair or a Canvasser. These individuals are responsible for notifying the Membership Tracker as soon as possible about the request for a Membership status change.
- The number of members we report each January to the Unitarian Universalist Association shall be the number of active adult members on our rolls at the time of the January Board meeting.

Approved December 2013

C. CONNIE CHEETHAM AWARD FOR EXCEPTIONAL SERVICE

POLICY II.C.1: The Board of Trustees establishes The Connie Cheetham Award to recognize a member of the congregation for extraordinary service and work in one or more areas of the life of the congregation over a period of several years, as embodied by Connie Cheetham.

Criteria for award

- Nominees will have made extraordinary contributions in selfless service to one or more areas of church life. More than one individual can be nominated to jointly receive the award (usually, but not necessarily, as a couple).
- Nominees will have been a church member for a minimum of seven (7) years.

PROCEDURE:

- A committee of the Board of Trustees will solicit nominations for the award from the congregation beginning in January of each year.
- Each nomination should include a letter describing the specific contributions and areas of service of the nominee and the names of at least two other individuals willing to provide additional information in support of the nominee, if requested by the sub-committee (examples include individuals with whom the nominee has worked or church leaders familiar with the nominee over a period of years).
- The committee will review the nominations and recommend to the Board of Trustees their choice for the recipient of the award at the March meeting of the Board of Trustees;
- The entire Board will vote on the recommendation at the March meeting.
- The award will be bestowed at an appropriate service of worship during the spring.
- Nominations will be solicited annually. However, a recipient may not be selected every year.

Approved 12/9/10

III. PERSONNEL/STAFF

(See Personnel Manual- Appendix)

A. CHILDCARE SERVICES

POLICY III.G.1: Childcare for Sunday worship services and congregational meetings will be the responsibility of the Director of Faith Development.

PROCEDURE:

- The use of the line item “childcare” is a determination to be made in conjunction with approval of each annual budget, upon further consideration by the Finance Committee and the Board of Trustees.
- Only babysitting for these will be charged to the childcare budget line item.
- Childcare givers at TJMC-UU are paid at a rate determined annually by the DFD.
- The DFD shall see to the payment by the Treasurer for such childcare and shall see that the childcare line item is vouched to the Treasurer.
- All other childcare is to be arranged by and charged to the particular program or committee requesting the childcare or paid for by the people involved.
- The Director of Faith Development has agreed to maintain a list of babysitters who have been employed at TJMC-UU.
- Any committee or group within the church who is interested in obtaining a copy should contact the DFD.
- Anyone who hires new childcare givers are asked to have them fill out a babysitter form so that their names can be added to the list.
- One suggested method for handling childcare costs for groups when a committee is not paying for childcare is to collect \$1 per child per hour from the parents. It is important to make sure that the babysitter is paid at least the minimum hourly rate and that the total amount is not unreasonably out of line with the standard childcare rate.
- ALL childcare providers at the church must be given a copy of the guidelines for childcare givers available from the DFD or found in the drawer in the Nursery labeled CHURCH.
- It is important that childcare persons be aware of the limitations in the use of materials and space found in the Lower Hall area.
- If supplies, games, toys, etc. are desired for the children, contact the DFD so that appropriate ones can be supplied.

Approved 11/1989

B. SUBCONTRACTORS

POLICY III.H.1: Before employment all subcontractors, including but not limited to child care workers and hired musicians, shall fill out a form which will include the information needed for reporting to the IRS and for church record-keeping (name, social security number, address, contact information). This form shall also include a statement indicating that he/she understands that he/she is a subcontractor and not an employee of the church. Each subcontractor must sign this form and, if younger than 18, must have a parent/guardian sign it before payment for service is received.

Approved 6/ 2002

Related Documents and Forms:

Sub-Contractor Employment Form

IV. COMMUNICATIONS

A. PUBLICATIONS POLICIES

1. MONTHLY BULLETIN

POLICY IV.A.1: The Bulletin is TJMC's primary forum for sharing information about church business. News and announcements in the Bulletin are limited to those concerning the church, Thomas Jefferson District, or denominational events and issues. Announcements about events of general community interest will be considered for publication on a space-available basis. Notices about items for sale, help wanted, or other classified or political advertising are not appropriate for publication in the Bulletin, nor are questionnaires, polls, or other one-page inserts.

Rationale: As a church newsletter, the Monthly Bulletin strives to inform and inspire the members and friends of TJMC. The Bulletin provides a forum for communication among church staff, Board of Trustees and members/friends, about events and issues of specific relevance to TJMC. While it is not a news publication in the traditional sense, the Bulletin does aim for journalistic standards of professionalism and relevance.

PROCEDURE:

- The Monthly Bulletin is a church newsletter published monthly.
- It is provided free to all pledging supporters of TJMC. All others may receive the bulletin on a subscription basis. Subscriptions cost \$25 a year and must be paid in full at the time of subscription.
- The deadline for submission of Bulletin items is the third Friday of the month for publication the following month, January through October. To accommodate holidays, the deadline is the second Friday in November and December. Submissions for publication in the Bulletin must be submitted via e-mail to bulletin@uucharlottesville.org.
- Submissions may also be edited for clarity or length in consultation with the person submitting the article.
- If a submission is printed with an error, it will be corrected in the next Weekly Update or reprinted in the following month's Bulletin, if still timely and relevant.

Approved: 11/2011

2. SUNDAY ORDER OF SERVICE INSERT

POLICY IV.A.2: As a subsidiary of the Monthly Bulletin, the Order of Service insert is subject to the same policies concerning content, editing, format for submissions, and corrections.

Rationale: Like the Monthly Bulletin, the order of service insert provides a forum for communication among church staff, Board of Trustees and the congregation about events and issues of specific relevance to TJMC. It serves as a timely reminder of items previously appearing in the Monthly Bulletin, and provides an outlet for information that didn't make it into the previous Monthly Bulletin.

PROCEDURE:

- The Order of Service insert shall be a single-page insert in the Order of Service.
- It is available from ushers in the sanctuary and at the Visitors Table.
- The deadline for submission of announcements for the order of service insert and the Weekly Update is noon on Wednesday.

Approved: 11/2005

B. ALL-CHURCH COMMUNICATIONS

1. ALL-CHURCH COMMUNICATIONS

POLICY IV.B.1: All-Church communications including emails, with the exception of those associated with congregational meetings and the Weekly Updates, must be reviewed and approved by the Communications Committee or the minister(s).

PROCEDURE:

- A minimum of one week shall be given for the approval process.

Approved: 4/2009

2. CHURCH SURVEYS

POLICY IV.B.2: All church-wide surveys within TJMC-UU shall be approved by the TJMC-UU Communications Committee and all electronic surveys shall be implemented and managed by the TJMC-UU Web Committee.

PROCEDURE:

- Request for approval of a church-wide survey should include purpose of survey and date results are needed.
- Following approval, a minimum of two months is required between submitting text for an approved electronic survey and receiving survey results.

Approved: 9/2008

3. BULLETIN BOARDS

POLICY IV.B.3: The organization of the bulletin boards inside TJMC-UU is under the purview of the Communications Committee. All changes to the general assignment of the boards must be approved by the Communications Committee.

PROCEDURE:

- Responsibility for content posted on those boards rests with the church council or area associated with that board.
- The church events board is managed by the Director of Administration and Finance and documents posted there must be submitted to the church office for approval.
- The community events board is open for general posting of events, notices, and services of interest to the congregation and in keeping with UU principles. All items

must have a date included or written in. The board will be periodically cleared to make room for additional postings.

- Flyers and other documents shall not be posted on the pillars, doors or walls of the church.

Approved: 11/2011

C. INFORMATION TECHNOLOGY

1. GENERAL REQUIREMENTS

POLICY IV.C.1: All TJMC-UU computers, printers, application and operating system software, data communication products and networking products shall be acquired, installed, managed, and disposed in compliance with standards and procedures defined by the IT Committee.

Rationale: This policy defines how Information Technology will be acquired, managed and supported in a way that delivers the system reliability, security and functionality needed to enable the church's mission and operations.

Applies to: It applies to all groups and individuals who access or use Information Technology systems and resources, including ministers, employees, members and visitors.

PROCEDURE:

Acquisition & Management

- All TJMC-UU computers, printers and networking products will meet minimum hardware, operating system and network configuration standards defined by the IT Committee.
- All TJMC-UU application and operating system software shall be installed and managed on TJMC-UU system resources.

Entitlement, Responsibility and Use

- Use of any TJMC-UU computers, printers, application software, data communication products and networking products are governed by TJMC-UU IT policy.
- Use must comply with TJMC-UU standards for appropriate use.
- Permission to use must be granted in accordance with procedures defined by the IT Committee.
- Each user must ensure that IT assets in their care are used in compliance with any applicable license terms or conditions of use and not compromised or used inappropriately.

Security of Online Access to Data

- Permission to access and use any TJMC-UU system resource shall be controlled by unique identification and authentication.
- Access and use of any TJMC-UU system resource shall be suitable for the user's role. Access to data resources shall be granted explicitly based upon a user's role and their need to view, add, change or delete data.
- Users shall comply with standards for creating and updating passwords and other authentication mechanisms defined by the IT Committee.

User Account Management

- Accounts shall be used by only one unique user.
- Users shall control and are responsible for the activity of their accounts.
- Users shall not access the account of another user without permission or authorization given

in accordance with procedures defined by the IT Committee.

Malicious Software Prevention, Detection and Correction

- All TJMC-UU computers, application and operating system software, data communication products and networking products vulnerable to “malware” (i.e., viruses, worms, etc.) shall employ protection measures.
- TJMC-UU computers shall be configured in accordance with security standards for the operating system and “malware” protection measures in use.

Disaster Recovery Plans and Data Backups

- Users are responsible for their data backup and recovery in compliance with standards and procedures defined by the IT Committee.
- The Director of Administration and Finance is responsible for shared data backup and recovery in compliance with standards and procedures defined by the IT Committee.

Approved: February 2009

V. FINANCE

A. GENERAL MANAGEMENT

1. FINANCIAL RECORDS

POLICY V.A.1.a: All TJMC financial records, minutes, Policy Manuals and Membership Rolls are the property of the Church.

POLICY V.A.1.b: The Treasurer shall give a current financial statement at each Board meeting and congregational meeting. At the end of each fiscal year, the Treasurer shall present to the Board a balance sheet and a statement of income and expenditures for the previous fiscal year.

Approved: 12/2010

2. BUDGET PREPARATION

POLICY V.A.2: Each Spring, the Treasurer and the Finance Committee will prepare a proposed budget for the coming fiscal year, soliciting funding requests from the staff, councils, committees, and others as appropriate.

PROCEDURE:

- This budget proposal is submitted to the Board at or before its April meeting.
- The budget, as approved and/or modified by the Board, will be presented to the Congregation for approval at the annual Spring Congregational meeting.

3. DEBT REDUCTION

POLICY V.A.3: Debt reduction is formally recognized by the Board of Trustees as being one of the church's primary priorities, and should receive recognition as such during the budgeting process.

PROCEDURE:

- Non-earmarked endowment funds may be used to repay member loans according to the following guidelines:
 - a) only up to 5% of non-earmarked funds may be removed from the fund each year; and
 - b) the decision to use funds for this purpose be reviewed annually.

Approved: 11/2000

Revised: 04/2015

4. MONEY HANDLING AND CHECK WRITING AUTHORITY

POLICY V.A.4.a: Individuals with primary responsibility for the church finances and/or who handle significant amounts of church money and/or who have check-writing or signature authority in any accounts connected to this Church shall be subject to a (criminal) background check. At a minimum, those individuals shall include the Treasurer, the Controller or Assistant Treasurer, the Scrip Manager, Endowment Money Manager, the weekly bank depositors, the authorized check signers, and the Chairs of the Endowment and Finance Committees. Requests for background checks will be initiated by the President of the Board or by the full Board. The Director of Administration and Finance will see that the proper form is completed and mail the request. Upon receipt of the report, the envelope will be given to the Minister unopened. The minister shall review the report and inform the President as to whether any action needs to be taken as a result. The President will initiate any appropriate action resulting from information contained in the report.

Approved: October 2011

POLICY V.A.4.b: TJMC check-writing authority will be vested with the Director of Administration and Finance (DAF), the current Board President and immediate Past-President. The DAF is authorized to sign checks up to a limit of \$3000.00 per draft. The Board President will review all DAF issued checks monthly and sign the check receipt. Checks in excess of \$3000.00 will be dual-signed by the DAF and the Board President or immediate Past-President. Reconciliation of the bank accounts will be done by the Treasurer. .

Approved: September 2011

Revised: August 2015

5. TJMC EXPENDITURES

POLICY V.A.5: Authority to approve expenditures from a budgeted line item or cash account rests with the staff member or committee chair under which the line item falls.

PROCEDURE:

- Authorized persons requesting disbursement from an account must complete an expense reimbursement form indicating the amount spent, a description of what it was spent for and the account name and number to which the disbursement should be charged.

- Non-authorized persons requesting reimbursement must have the expense reimbursement form co-signed by the appropriate authorized person before presenting it to the controller.
- It is the responsibility of the authorized person to ensure sufficient funds remain in the line item to pay the request.
- Once completed, the expense reimbursement form, with collaborating receipts attached, is given to the controller for processing.
- Any church council may decide that the final approval for disbursements from line items and cash accounts included in its purview will rest with the council chair rather than with the committee chair. If made, this decision must be communicated to all relevant committee chairs and the controller.

Approved: December 2009

POLICY V.A.6. Any new retreat program within the Church mission, or one with a history of uncertain levels of participation, should not send its registration deposit until it comes to the Finance Committee with persuasive evidence of interest and a substantial accumulation of the required deposit, and the Finance Committee approves the use of Church funds for the proposed retreat program.

Approved March 2013

Related Documents and Forms:

Check Request/Expense Voucher

Check Request/Expense Voucher Instructions

1. If you would like to request a check for payment or reimbursement then you will need to fill out a <Check Request/Expense Voucher> form. (See below.) They are located in the Church Office on the middle shelf or in the Mail Room second drawer down on the right.
2. Be sure to fill out all the necessary information and attach the appropriate items (i.e. receipts, stamped envelope).
3. Make sure the form is authorized by the appropriate person.
4. Place papers in the Controller's Mail Box.

Thomas Jefferson Memorial Church CHECK REQUEST/EXPENSE VOUCHER

Date: _____ Comm/Account: _____

Check Amount: _____ Account No.: _____

Check Payable To: _____

Mail Check To: _____

Address: _____

Explanation: _____

Requested By: _____ Title: _____

1. Attach all receipts. 2. Attach an addressed and stamped envelope for mailing check.

3. *Mail to Controller at address above or put in Controller's Mailbox.*

-----The section below for office use only.-----

Paid: Date: _____ Check number: _____

6. STORE CHARGE ACCOUNTS

POLICY V.A.6: Charge accounts may be opened at a limited number of stores that are regularly used by the church.

PROCEDURE:

- Only a limited number of accounts shall be opened.
- Church charge accounts shall only be used for official church business.
- The Treasurer and the Director of Administration and Finance shall authorize store charge accounts.
- Only a limited number of church members (usually only one or two committee chairs) shall be authorized to use any individual account.
- The Director of Administration and Finance shall administer those accounts.

Approved 1/2009

7. GIFTS POLICY

POLICY V.A.7.a: Unspecified bequests to the church in a will or in memory of some individual that do not otherwise specify how they should be used shall be deposited in the church's general endowment fund. Other unspecified monetary gifts shall be deposited in the church's general operating fund.

POLICY V.A.7.b: Unconditional non-monetary gifts valued up to \$500, excluding yard sale and auction items, may be accepted by the Minister, Director of Faith Development (DFD) or President. Yard sale and auction items may be accepted by any member of the yard sale committee or auction committee. Unconditional non-monetary gifts with a value of greater than \$500 must be approved by the Board of Directors, upon recommendation of the Finance Committee. The Board or the Finance Committee may refuse to accept any tendered gift that is unsuitable, impractical, or not consistent with principles or purposes of TJMC-UU. Restricted gifts must receive Board approval prior to acceptance.

Approved: September 2011

POLICY V.A.7.c: All gifts must be reported to the Treasurer

Rationale: Gifts restricted for a particular use or purpose is sometimes offered to the church, sometimes together with conditions attached to the Church's acceptance of the gift. Usually the Church is very grateful for the gift. In some cases, however, the gift or the conditions for its acceptance may not be appropriate. In that situation the Church may turn down the gift, or negotiate to change the conditions. This policy describes the process to be followed when an offer of a gift is made.

Applies to: The policy applies to gifts offered by both individuals and organizations, both within and outside the Church membership.

PROCEDURE:

- The Board may grant a committee or task force the authority to accept restricted non-monetary and monetary gifts valued at up to \$500 in cases where the committee or task force deems such gifts are in accordance with its designated tasks

Revised: 8/2009

8. INSURANCE POLICIES

POLICY V.A.8: The Church Liability Insurance Policy, Umbrella Policy and Workers Compensation Insurance Policy shall be reviewed at least once each year.

Rationale: The purpose of the review is to determine that each policy includes all necessary and appropriate coverage, and that the dollar amounts of coverage and deductibles and exclusions are appropriate.

PROCEDURE:

- The review may be conducted by a member of the Finance Committee or other Board-designated church members
- The results of such review shall be shared with the Board of Trustees and with the Finance Committee.

Approved 1/2009

9. LEGAL ACTION AGAINST AGENTS

POLICY V.A.9: The Board affirms that the Church will pay for legal fees if an agent of the church is sued while acting within the bylaws of the Church.

Rationale: In response to a threat of legal action against a committee chair who excluded a church member from serving on a particular committee, the Board passed the above policy, noting in so doing that the TJMC Bylaws give committee chairs authority to choose the members of their own committees.

Revised 8/2009

10. INTERNAL AUDIT

POLICY V.A.10: Each year the church shall conduct an internal audit or review of its financial management.

Rationale: The purpose of the internal audit is to verify that the accounting/financial system of the church is working satisfactorily, to verify the accuracy of financial transactions and reports, and the reasonableness of the financial policies and practices.

PROCEDURE:

- The internal audit will review the financial statements, accounting records and underlying data.
- The examination of church financial records should include, but not be limited to, the following items:

- Review bank reconciliations to ensure that they were done consistently, in a timely manner, and that bank adjustments or corrections were posted to the general ledger.
- Confirm, on a test basis, that cash disbursements are supported by legitimate and approved invoices, vouchers or other appropriate payment documents.
- Review the church balance sheets, looking for unreasonable or extreme changes in asset or liability balances over the year, requesting reasonable explanations
- Review the income statement, looking for extreme variances from budgeted expenditures and requesting reasonable explanations.

Revised 8/2009

11. EXCESS EXPENDITURES NOTIFICATION

POLICY V.A.11: The Treasurer shall notify the Finance Committee and the Board of Trustees at their monthly meetings of any items that exceed their budgeted amount by more than \$200. No item shall be allowed to exceed its budgeted amount by more than \$500 or 100% of the budgeted amount, whichever is less, without the express authorization of the Board.

Approved 1/2009

B. MEMBERSHIP FINANCIAL INFORMATION

1. CONTRIBUTION AND PLEDGE INFORMATION

POLICY V.B.1.a: Access to member pledge and contribution data is restricted to those persons who collect Pledge Drive pledge cards; enter pledge and contribution data into the church management system; respond to members' inquiries about their pledge or contribution status; provide financial data analysis and reporting for the Board of Trustees; and administer the church management system.

Rationale: Individual member pledge and contribution amounts are personal and confidential information.

PROCEDURE:

- The following persons may be granted access to pledge and contribution data:
 - Active members of the Pledge Drive Committee as identified by the Pledge Drive Committee Chair(s)
 - Active pledge and contribution data entry volunteers as identified by the Finance Committee Chair(s)
 - Treasurer
 - Minister(s)
 - Director of Administration and Finance
 - Financial analyst(s) as identified by the President of the Board of Trustees
 - IT System Administrator(s) as identified by the IT Committee Chair
 - Membership Tracker

Approved: December 2010 / Revised May, 2011

Policy V.B.1.b: Upon request from the Membership Tracker and at least once a year, the Pledge Tracker shall compile a list of the names of current members who have not pledged or

made a financial contribution of record. The Membership Tracker shall use this list of names for the sole purpose of determining active vs inactive membership for those individuals listed.

Approved May, 2011.

Rationale: The Membership Tracker is required by the job description and Policy Manual (formerly the Bylaws) to send annually letters to Members who have not pledged or volunteered or participated in TJMC-UU groups or committees within the past two years asking if they wished to continue being active members of the church. Those who do not respond to the letter and those who respond that they no longer wish to be active in the church are made inactive members. Inactive members are either archived or upon request changed to supporter status. The Membership Tracker needs to have access to a list of those who do not pledge or have other contributions of record and access to the volunteer activity information contained in the database. The Membership Tracker does not need to have access to pledge information for those who do pledge. For at least the past ten years this information has been supplied to the Membership Tracker by the Pledge Tracker in the form of a list of those who have not had contributions of record for the past year and a second list for those who have no contributions of record for the past two years. Last year for the first time the volunteer activity information was present in the database and a list of Members who have not volunteered or participated in a church group or committee for the past year was provided by the IT Committee. This enabled the Membership Tracker to compile a list of Members who by our longstanding policy needed to be sent the letter inquiring about their Membership status. Each year this list is vetted by the Minister(s) and DFD before the letters are mailed. Without access to the information in the database about Members who have no participatory or financial support, the Membership Tracker is unable to do this job which is essential for keeping an accurate Membership List.

2. ACCESS TO SAFE

POLICY V.B.2: Access to the safe in the Church office is limited to the following positions:

1. Director of Administration and Finance
2. Active contribution data entry volunteers as identified by the Finance Committee Chair(s)
3. Active worship contribution collectors as identified by the Finance Committee Chair(s)
4. Minister(s)

Revised 8/2009

C. FINANCIAL POLICIES FOR STAFF

1. CREDIT CARDS

POLICY V.C.1: Credit cards shall only be issued with the authorization of the Treasurer and the Director of Finance and Administration. Church credit cards shall be used only for official church business.

POLICY V.C.2 All expenditures of the Church, including credit card expenditures, must be supported by receipts. Oversight of these receipts will be as follows: Board President will review the Minister, DAF and DFD receipts. DFD will review the Assistant RE receipts. DAF will review Office Assistant receipts and the receipts of expenditures by church members using church issued credit cards. Issuance of new credit cards must be approved by the

Finance Committee. Credit cards must be surrendered upon termination of Church employment.

Approved March 2013

PROCEDURE:

- Church credit cards shall only be issued to the following church staff: the Minister(s), the Director of Administration and Finance, the Director of Faith Development, the RE Assistant, and the Director of Music.
- Only the person to whom the credit card is issued shall use credit cards.
- Credit card holders should make every effort to verify all charges for the previous month on the credit card statement and turn in all credit card receipts to the DAF by the 5th of the month after the credit card statement is received.
- The Director of Administration and Finance shall administer the credit card account.

Approved 1/2009

2. STAFF PROFESSIONAL FUNDS

POLICY V.C.2.a: Any item purchased by a staff member using professional development funds becomes the property of that individual, within the guidelines of an accountability plan for professional expenses.

Revised 8/2009

POLICY V.C.2.b: It is the policy of Thomas Jefferson Memorial Church Unitarian Universalist to provide from church funds the ordinary and necessary expenses of ministry that are incurred for the benefit of the church.

PROCEDURE:

Accountability Plan for Ministerial Expenses

- The church recognizes the professional nature of ministry and recognizes the right of ministers to use professional judgment in incurring ministry expenses within the guidelines set by this policy and the funds allocated for payment or reimbursement of expenses.
- Ordinary and necessary expenses of ministry include, but are not limited to, the following: on-the-job transportation; out-of-town travel for church assemblies, conferences and continuing education; other professional continuing education locally and by correspondence; professional materials (books, magazines, journals, papers, tapes, films, office supplies, etc.); business meals, entertainment and gifts for conducting church business and developing pastoral relationships; dues and fees for memberships in religious, professional and civic organizations; business use of the telephone; professional equipment (communion, office, library, audio-visual, music etc.); professional and liability insurance; legal and professional services; and the purchase and cleaning of clergy vestments. Child care expenses are considered to be ordinary and necessary when incurred to enable both minister and spouse to attend church

functions for which the presence of the spouse is expected and is vital to the church's ministry.

- The church, at its discretion, may pay ministry expenses by direct billing to the church, by reimbursement upon receiving reports with receipts and vouchers from the minister, by paying an expense allowance, and by paying an advance for a specific event or activity. Payment is subject to the availability of funds and to the timely and proper accounting by the ministers and staff.
- The minister(s) and staff members are accountable to the church by properly reporting all ministry expenses. Proper reporting includes the filing of periodic expense reports with substantiating records, receipts and personal statements showing dates, amounts, and business purposes.
- When expenses are reimbursed, reporting monthly is encouraged but must be made at least quarterly. When an allowance is prepaid on a monthly basis for recurring expenses, monthly funds are available and approved, or carried forward. Any unused portion of a monthly allowance may be carried forward to apply against expenses incurred the next reporting period. When an advance is given for the expenses of a specific event or activity, an accounting is required within 60 days. Any unused portion of an advance must be repaid to the church within 120 days.
- This policy is established in accordance with Internal Revenue Code and Federal Tax Regulations. It shall remain in effect until amended or rescinded.

Revised: September 2010

D. FUNDRAISING

1. FUNDRAISING: GENERAL POLICY

POLICY V.D.1: Plans for fundraising will be evaluated by the Finance Committee or its designee as to appropriateness, feasibility, potential profitability, volunteer commitment, and coordination with other pre-existing or ongoing fundraising efforts by the church. This fundraising policy recognizes several categories of fundraising, each requiring different levels of authorization.

PROCEDURE:

a.: Internal Fundraising

- Pledge Drive—The Pledge Drive is carried out by a separate committee, and is or should be a year-round activity. All fundraising proposals will be evaluated, in part, according to their impact on the Pledge Drive. (Refer also to: Organizational Structure: Board Responsibility for Pledge Drive.)
- Building User Fees – The present system of building rentals generates continuing income for congregational operations. Major changes, for example no longer renting rooms in U-House, would require Board or congregational approval. The Administrative Council and/or the Finance Committee or designee will continue to evaluate periodically the use of these properties, and submit recommendations to the Board for approval.

- Social Action – Social Action collections and initiatives are organized and coordinated through the Social Justice Council. Social Action collections occur on a regular monthly schedule and do not require ongoing approval. Requests for a specific organization to be the beneficiary of the collection must be submitted to the Social Justice Council chair. Plans for other social action fundraisers (except for “emergency requests” which are referenced below) should be reviewed by the Finance Committee or designee since they may compete with other church fundraising events for the attention and resources of the congregation.
- Annual Fundraising Events – Annual events such as Services Auction and Yard Sale do not need approval each year. The amount from these fundraisers is incorporated in the Fundraising line item of the budget. Fundraising for the Coming of Age group does not need annual approval as this is part of the programs design.
- Other Fundraising Events – Other fundraising events can differ based on how much is expected to be raised, what the money is being raised for, from whom the money is raised, and whether a significant amount of seed money is required for startup costs.
- Depending on the schedule of Finance Committee meetings, this review process may take up to one month from the date the request memo is received.
- Any Finance Committee or designee’s decision regarding fundraisers may be appealed to the Administrative Council for further review.
- The Finance Committee or designee will report to the Administrative Council on a regular basis to report on the status of upcoming and recent fundraisers.
- All groups holding fundraisers will report back to the Finance Committee or designee within 60 days after the event with a full written accounting of gross revenues, expenses, and net profit or loss. The Committee would also welcome other comments regarding the event’s success (or failure) that might be useful to other groups doing fundraisers.
- The funds raised are disbursed based on what was agreed upon in the Fundraising Application.

b. Projects Sponsored by Individuals

- Any individual wishing to propose a church-wide project must first submit a written proposal to the Board, through the appropriate committee or council, if any, outlining the financial implications and tying the project to the mission of the church.

Approved 7/2003

c. Emergency Requests for Fundraising

- If there is an emergency request for a collection due to a disaster (hurricanes, floods, acts of terrorism, etc.) or acute pastoral need (individual or family), it will be handled by the Minister(s) and/or the Board.

Approved 12/2010

d.External Group Fundraising

- Income generating events planned by outside groups to raise funds for TJMC-UU must be approved by the Finance Committee or designee prior to the event. An Application for Fundraising must be submitted for consideration. The application will be considered at the next scheduled Finance Committee meeting. There may be a four (4) week delay in obtaining approval based on when the application form is submitted and when the next Finance Committee meeting is scheduled.

Approved 12/2010

e. Sale of Goods by Church Members on Church Property

- Sale of items by church members needs to be approved by the Finance committee or designee prior to the sale occurring. This may occur at a maximum of three times a year at a mutually agreed upon date(s). Ten percent of the proceeds of the sale should be contributed to the church and deposited in the Fundraising income line item.

Revised 8/2009

f. Sale of CDs at TJMC

- Musicians who participate in the Sunday morning worship service(s) may sell their concert-related promotional materials, such as CDs, T-shirts, etc., that day in the Social Hall or an alternatively designated area if the Social Hall is not available.
- Musicians who participate in an afternoon or evening concert at the Church may sell their CDs before, during or after their concert.
- In both these situations, 10% of the sales revenue received should be donated to the Church unless the concert was provided as a benefit to support the mission of the Church. (For example, if the musician performed a benefit concert at the church to raise funds for the victims of a hurricane, then no donation would be required.)

Approved 12/2009

Related Documents and Forms:

Application for Fundraising Event

Application for Fundraising Event
(to be submitted at least 4 weeks prior to the event unless a significant emergency)

Any church member or group planning a fundraiser should complete this form describing the fundraiser.

Please answer all of the following questions:

Type of event _____

Date of event _____ Date of submission: _____

Contact person/committee _____

How will the money from this fundraiser be used? _____

What other benefits, aside from financial gain, does the church stand to receive from this fundraiser?

Describe the event.

What is the goal amount (desired goal) to be raised? _____

Will the event target only church members, or the community at large? _____

How many people are expected to attend/participate in the event? _____

How much money will be needed ahead of time, and who will put up that money?

What is the total risk of the event (i.e., how much money will be spent in advance of the event, or will be committed to be spent) versus the expected results?

How many people will be required to organize the event? Are there already people committed to volunteer or will more need to be recruited?

Memos for fundraisers expected to raise \$100 or more should be in writing or emailed to a fundraising or Finance committee member for discussion at the next fundraising/ finance committee meeting. For fundraisers expected to raise less than \$100, it is sufficient to call a fundraising/finance committee member or attend a fundraising/finance committee meeting.

E. ENDOWMENT FUND

1. GENERAL POLICY

POLICY V.E.1 a: The Endowment committee shall be a Standing Committee of the church as provided in the Bylaws, and shall have the following duties:

1. the responsibility for investing the Endowment funds of the Church;
2. the designation of agents to sign documents related to investments and withdrawals;
3. the encouraging of contributions, gifts and memorials to the church endowment funds;
4. the disbursing of monies as requested within the restrictions that govern the use of the funds;
5. reporting annually to the congregation and quarterly to the Finance Committee and the Board of Trustees. Revised 9/2009

Policy V.E.1b. Investment and Distribution Policy

- **Purpose**

TJMC, through its Board of Trustees has established this Endowment Investment and Distribution Policy which serves to govern the activities of the Endowment Committee. The Endowment Committee, as appointed by the Board of Trustees, is responsible for overseeing the TJMC's investment assets in accordance with this Policy.

- **Investment Objectives**

TJMC's investment assets are segmented into multiple investment funds. Each such fund shall be invested in accordance with the stated investment objectives for each individual fund, as noted below:

- **Endowment Fund**

The purpose of the Endowment Fund is as stated in the bylaws.

The Endowment Fund is comprised of either donor-restricted ("true" endowment) or Board-designated ("quasi" endowment) funds the principal of which is expected to be held for perpetuity while producing annual distributions to the organization. The amount of funds provided each year is established by Board resolution through its adoption of an annual endowment spending rate and spending rate base. (See Appendix B for a history of the TJMC's spending practices.) The endowment spending rate, when applied to the approved spending rate base, determines the maximum amount which may be allocated from a given endowment annually in accordance with the restrictions, if any, which may have been specified by the donor. This maximum is communicated throughout the organization as a part of the annual budgeting process.

The investment objective for the Endowment Fund is to preserve and enhance its real (inflation-adjusted) purchasing power while providing a relatively predictable, stable, and constant (in real terms) stream of earnings. In pursuing this objective, TJMC will target the following parameters:

Time Horizon	Perpetuity
Annual Return	Spending rate plus inflation (as measured by CPI)
Risk Tolerances	An asset allocation which may experience a market value decline of up to 30% is acceptable
Liquidity	Sufficient to meet annual spending requirements
Diversification	See "Acceptable Asset Classes" and "Asset Allocation" sections below

Cheetham Fund

The purpose of the Cheetham Fund is to support religious education. In pursuing this objective, the Client will target the following parameters:

Time Horizon	Perpetuity
Annual Return	The yield-to-maturity of the 10 year U.S. Government Treasury Bond
Risk Tolerances	A market value decline of up to 10% is acceptable
Liquidity	Sufficient to meet annual spending requirements
Diversification	See “Acceptable Asset Classes” and “Asset Allocation” sections below

Abrahamse Fund

The purpose of the Abrahamse Fund is to support and enhance the music program of the Church. In pursuing this objective, the Client will target the following parameters:

Time Horizon	Perpetuity
Annual Return	The yield-to-maturity of the 10 year U.S. Government Treasury Bond
Risk Tolerances	A market value decline of up to 10% is acceptable
Liquidity	Sufficient to meet annual spending requirements
Diversification	See “Acceptable Asset Classes” and “Asset Allocation” sections below

Bristol Fund

The purpose of the Bristol Fund is “to help defray expenses arising out of the maintenance or improvement of the real or personal property of said TJMC of Charlottesville, Virginia.” In pursuing this objective, the Client will target the following parameters:

Time Horizon	Perpetuity
Annual Return	The yield-to-maturity of the 10 year U.S. Government Treasury Bond
Risk Tolerances	A market value decline of up to 10% is acceptable
Liquidity	Sufficient to meet annual spending requirements
Diversification	See “Acceptable Asset Classes” and “Asset Allocation” sections below

Investment Strategies

The investment strategies for meeting the Investment Objectives are to include the following:

1. Position each fund with an asset mix that is designed to achieve the Investment Objectives;
2. Seek out-performance of relevant benchmarks through active management;
3. Minimize investment management fees and expenses in light of return potential.

Acceptable Asset Classes

The following asset classes are considered acceptable for inclusion in the strategic asset allocation of each fund. Investment in these asset classes is subject to the restrictions on asset allocation, credit and diversification as outlined elsewhere in this IPS.

1. Domestic equities – United States equities including publicly-traded common, preferred and convertible securities.
2. International equities – non-U.S. developed and emerging market publicly-traded common, preferred, and convertible securities, as well as American Depositary Receipts.
3. Fixed income – domestic and international debt, including both public and privately traded, government, government agency, corporate debt, and asset backed securities including mortgages and TJMC-issued bonds, notes, or other forms of debt.
4. Cash and cash equivalents – collective short-term investment funds such as money market funds, as well as money market instruments such as commercial paper, certificates of deposit, time deposits, bankers' acceptances, repurchase agreements, and short-term fixed income securities.
5. Real assets – real estate, REITs (Real Estate Investment Trusts), commodities and natural resources.

Asset Allocation

The Endowment Committee has evaluated the various investment asset classes available and considered the historical rates of return and relative levels of risk associated with each. It is recognized that, over the long term, the allocation among various asset classes will be an important determinant of the portfolio's investment performance. Therefore, the Committee has determined that the asset class targets and ranges, as found in Appendix A, are appropriate given the Investment Objectives of each pool. It is anticipated that changes to this allocation will be made over time and that a new strategic asset allocation will be created whenever there is a significant change in cash requirements or capital market expectations.

Assets will be rebalanced whenever asset allocation falls outside of the approved range or when other significant changes occur. Due to fluctuation of market values across asset classes, allocations within the approved range are acceptable and constitute compliance with these guidelines. Also, it is anticipated that a period of time may be required to fully implement changes in asset allocation and that periodic revisions may be required given market dislocations. The Endowment Committee has discretion with respect to implementation of asset allocation decisions within the acceptable ranges.

Structure

1. It is anticipated that the Committee will not manage assets directly, but that the assets will be managed by independent investment managers, generally through public mutual funds. Bonds issued by TJMC are acceptable investments.
2. To maintain prudent diversification and to avoid undue risk, the assets will be divided among a group of managers. The number of managers used will be determined by such factors as the total funds committed to an investment asset category, diversification, monitoring and cost considerations, and the investment style of the selected managers.
3. Emphasis will be placed on seeking high quality investment managers. A proven style of investment that offers the best opportunity for meeting the investment objectives of the Client is a basic requirement. Characteristics of selected firms will include a clear investment strategy, proven investment record and a disciplined decision-making process. In all cases, careful analysis will be conducted to evaluate the likelihood of the organization's prior track

record being maintained (or in the case of a newer organization, the prior track records of its principals).

4. Each investment manager must be either an investment advisor registered as such under the Investment Advisers Act of 1940 and qualified to act as an investment manager for the fund under Section 3(38) or each manager must be a bank as defined in that Act.
5. Assets are to remain in the custody of an Investment Custodian insofar as possible.
6. Assets are to be managed in such a way that they are subject to the prudent standard of care and any other applicable governmental or legal requirements.

- **Restrictions**

1. Excluding index funds, ETF's, cash, and fixed income, no greater than 20% of the TJMC portfolio may be invested with any single investment management firm. Should market dislocations result in a breach of this restriction, a correction shall be made as soon as practicable.
2. The entire portfolio will have no more than 10% of its assets (at market value) invested in the securities of any one issuer, with the exception of the U.S. government and its agencies, and TJMC issued bonds, notes, or other form of debt.
3. Initial purchases of fixed income securities within the fixed income asset class are restricted to obligations with an Investment Grade rating as defined by Moody's or Standard and Poor's.
4. Purchases of money market securities are restricted to money market funds that are governed by 2a-7 rules.
5. The use of derivatives or leverage is prohibited at the portfolio level.
6. No more than 75% of the Endowment Pool may be invested in equities.
7. The Cheetham Fund must be invested in fixed income securities.

Performance

1. To evaluate the performance of the entire portfolio a composite benchmark will be maintained. This composite benchmark will be composed of the weighted performance of the indices that, in turn, serve as benchmarks for each of the asset classes contained in the portfolio. This composite benchmark will serve as the minimum performance objective for the portfolio.
2. A benchmark index will be associated with each individual investment manager. Over full market cycles each manager's performance, net of fees, is expected to be greater than its benchmark.
3. Consistent with the Bylaws, the committee will report performance and asset balances to the Board on a quarterly basis.

Policy V.E.1c. Roles and Responsibilities

Board

1. Approves the Investment Policy
2. Approves the annual endowment spending rate and spending rate base for the Endowment and each Fund

Endowment Committee

1. Oversees the implementation of this Investment Policy Statement
2. Establishes asset allocation targets and ranges
3. Recommends the annual spending rate and spending rate base to the Board (see appendix B)
4. Hires, retains and dismisses investment managers
5. Evaluates investment activity, performance and compliance

Overseers/Administrators of the Restricted Funds

1. Oversees distributions made from the Funds to ensure that the specified uses are appropriate
2. Provides input to the Investment Committee on topics relevant to the restricted funds

Investment Custodian

1. Retains custody of underlying assets, where practicable
2. Provides accounting for all investment transactions
3. Provides performance calculation

Investment Manager

1. Manages the underlying assets in accordance with investment manager agreement and all applicable fiduciary requirements/laws/regulations
2. Provides performance and holdings information

Policy V.E.1d. Endowment Committee Decision-Making Process

The membership of the Committee is determined by the Board and governed by the Bylaws. The Committee seeks to balance its desire for consensual decision-making against undue bureaucratic burdens that slow the decision-making process for the hire and termination of investment managers. The Committee utilizes the following decision-making process:

- Meetings will be held at least quarterly;
- Meetings are called by the Chair, or as directed by the Board;
- Notice of meetings shall be provided at least 10 days in advance to the members;
- A quorum shall be defined as the Chair and 2 additional voting members, or, in absence of the Chair, 4 voting members;
- Decisions are made by majority rule of voting members present. Implementation decisions may be delegated to individual members by the majority;
- At the Chair's discretion, decisions may be made via email voting, teleconference, or other electronic means.

Policy V.E.1e. Proxy Voting, Valuation and Distributions

Proxy Voting

It is recognized that the proxy vote attached to a security has a value and is therefore an asset of the invested funds. All proxies are to be voted solely in the interest of the TJMC. Proxies should be voted for issues which enhance shareholder economic value, maintain or improve shareholder rights, are not dilutive and provide reasonable accountability for management. To the extent TJMC invests in pooled or commingled funds, TJMC assents to the proxy voting guidelines adopted by the managers of these funds.

Valuation

TJMC endeavors to report its investments at fair value. TJMC requires its managers utilize valuation procedures which are fairly standard in the industry.

Distributions

Endowment Fund distributions will be made by bank draft payable to TJMC and only as directed by a resolution of the Board of Trustees.

Restricted fund distributions will be made by bank draft and may only be made payable to TJMC.

Revised 8/2013

VI. BUILDING USE

A. BUILDING USE BY CONGREGATIONAL GROUPS/COMMITTEES/TASK FORCES

1. General Requirements

POLICY VI.A.1.a: The Church shall be kept locked at all times when not in use.

POLICY VI.A.1.b: A Church Master Calendar is developed each year to coordinate major church events and Board, Executive Committee, Council and standing committee meetings.

POLICY VI.A.1.c: TJMC-UU groups, committees and task forces are expected to comply with the Building Rental Policy of reserving space for special meetings and events no more than four (4) months in advance once the Master Calendar has been set. However, special church-sponsored events which need long-range planning and publicity (i.e. conferences, workshops, etc.) may be added to the calendar further than four months in advance with the approval of the Board of Trustees or the Minister.

Rationale: To simplify the administrative tasks of building usage/rental and to help assure equitable access for all.

Applies to: All Congregational Groups/Committees/Task Forces who use church facilities

PROCEDURE:

- Setting the Master Calendar normally occurs in the spring for the following Program Year.
- Except as provided for in the Building Rental Policies (i.e., reservations for weddings), other requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program Year.
- However, special church-sponsored events which need long-range planning and publicity (e.g. conferences, workshops, etc.) may be added to the calendar further than four months in advance with the approval of the Board of Trustees or the Minister(s).
- The minister has the discretion to modify or cancel non-contracted but scheduled building usage in order to accommodate Memorial Services or other last-minute church-related activities of high priority.

Approved 12/2010//Amended 5/2011

POLICY VI.A.1.d. Pets/animals are not allowed in church buildings at any time unless caged or crated. Service animals are exempt from this policy.

Approved Nov. 2013

2. COVENANT GROUP LOCATION

POLICY VI.A.2: In order to foster connections among group members, Covenant Groups without children meet offsite, usually at a group member's home or rotating the meeting places at different members' homes. Family Covenant Groups meet at TJMC-UU unless there is a member of the group volunteering the use of separate spaces for the adult meeting and for the supervised children of the group. In special circumstances adult group facilitators may feel that the requirement that groups meet off-site (not at TJMC-UU) may be detrimental to the group or may prevent a group from forming. In those circumstances, it is possible for the Covenant Group to make arrangements to use Church facilities for their meetings.

Rationale: When a family-oriented covenant group tries to meet in individual members' homes, there is usually a problem with having adequate space to clearly delineate large enough rooms between the adults and the children. Thus, the covenant group is frequently interrupted by children seeking the parent. These interruptions prevent a true covenant experience. Thus, the parents seek a neutral, child-free location for their gatherings.

When a covenant group happens to be made up of individuals who live in limited space which cannot seat 8-12 guests or when a covenant group includes persons who cannot navigate entry to others' homes, it is imperative to the success of the group and the participation of the members to meet in a location which provides adequate space and/or ready accessibility.

PROCEDURE:

- The Covenant Group facilitator may apply to the Covenant Group Coordinating Committee for an exception to be made from this policy.
- The CGCC will consider the request, suggest alternatives, if possible, and will consult with church staff before approving or denying the request.
- If the request is approved, the chair of the CGCC will make arrangements for the use of church space for the group.

Approved 12/2010

3. ACCESSIBILITY

Policy VI. A. 3: The Auction Committee may grant use of church space for donated Auction events.

Rationale: Sometimes, auction donors may wish to donate and take responsibility for a large event, such as the Pie Dinner, or a dance workshop, for which private facilities are simply inadequate. The Auction Committee believes these events contribute to the ability of the church to offer varied programming as well as to add to its fund-raising potential. The Auction Committee will review the nature of the event, and its consistency with TJMC values and mission in considering approval.

Procedure: Auction donors wishing to use the facility must make their request in writing to the Auction committee, including the number of participants and a description of the event. The Auction Committee will ensure, with the Director of Administration and Finance, that the requested space and time are available before granting permission for the offering. If insufficient numbers of individuals bid for the offering, as determined by the Auction Committee, the event may be canceled.

4. ALCOHOL POLICY

POLICY VI.A.4: Each committee/group serving alcohol is expected to consider:

1. The committee's attitude towards the use of alcohol on church premises.
2. The presence of children at a given program, and whether alcohol is appropriate to the event.
3. The availability and variety of alternate beverages for program participants.

Director of Administration and Finance

PROCEDURE:

1. The church policy will comply with VA state law in that no alcohol will be sold on premises, that no alcohol will be provided to minors, and that people will not be served alcohol to the point of inebriation.
2. A request for donations to offset the cost of the alcohol is acceptable.
3. In order to comply with the TJMC insurance provider, outside groups/organizations may not serve alcohol, of any form, at TJMC unless they obtain separate insurance to cover the event. Insurance coverage must be verified by a TJMC staff member.
4. The outside group/organization must also obtain approval from a TJMC staff member to serve alcohol.
5. TJMC groups/organizations already have insurance coverage and approval to serve alcohol is not required.

Rationale: The Board of Trustees of the Thomas Jefferson Memorial Church is responsive to the diverse concerns of the church membership and the expressed viewpoints of its members, and strives to maintain an open environment with the least restrictive policies. On occasions when divergent views prevent unanimous agreement, the Board attempts to reach consensus on sensitive issues; one such issue is the availability of alcohol at church social functions. The Board recognizes that committees which plan refreshments or food functions, including alcoholic beverages, as part of their service to the church also accommodate the needs of those who do not use alcohol.

Approved 8/2009
Revised April, 2013

5. TABLING IN THE SOCIAL HALL DURING SUNDAY POTLUCKS

POLICY VI.A.5: On announced Sunday Potluck days, all tables are designated for use at the Potluck

PROCEDURE:

- Committees are requested not to have any "tabling" activities in the Social Hall once the second service begins.
- Committees are asked to remove all their materials from the Social Hall at this time so that the room can be set up for the potluck.

- An exception will be made for a card table for the sale of SCRIP.

Approved 11/2006

6. MINISTERS' PORTRAITS

POLICY VI.A.6: All settled and interim ministers' photographs shall be grouped together in the Minister's Gallery, and all photographs shall be the same size.

Approved 5/1985

B. OUTSIDE GROUPS' BUILDING USE

1. GENERAL USE

POLICY VI.B.1: The building shall not be used for partisan political meetings, but shall be made available for meetings which the responsible officers of the Church find to be for religious, educational, cultural or recreational purposes.

Applies to: All outside groups or individuals seeking to rent or use TJMC-UU facilities

PROCEDURE:

- The Board should be consulted when the Minister or Director of Administration and Finance have doubt as to the propriety of permitting use of the building.
- There is a charge to outside groups to cover the cost of utilities and other direct costs involved in their use of the building.

Approved 8/2009

2. RESPONSIBILITY FOR BUILDING USE FEES

Policy VI.B.2: It is the responsibility of the Director of Administration and Finance to set the standard rental fees.

Approved 12/2010

PROCEDURE:

- Rental fees shall be based on comparisons with other church organizations in the Charlottesville area.
- The standard rental fees shall be reviewed at least every three to five years for current accuracy.
- The Director of Administration and Finance (CA) shall handle all "standard" rental agreements and fees for outside groups and weddings.

3. WAIVER OF BUILDING RENTAL FEES

Policy VI.B.3: The standard rental fees may be reduced or waived in the following circumstances:

- a. "Member rates" shall be half the "standard" rental fee.

b. The Board may waive rental fees for special TJMC, TJD, or UUA events in our buildings.

c. The Minister(s), Director of Music and the Director of Religious Education have authority to waive the usual rental fees in special situations.

d. TJMC senior staff shall determine which non-profit organizations qualify for free use of TJMC facilities for meeting space, according to the stated policy on free use of space as monitored by the Social Justice Council.

e. The Administrative Council may determine a limited number of other events and outside groups who might qualify for "reduced rental rates." These reduced rates shall be the same as the "member rates."

Rationale: Under usual conditions, the use of any of the church facilities by outside individuals, organizations, clubs or associations which are not associated with the Church shall be subject to building rental fees, as specified in the documents entitled "Building Rental Policies," "Building Fees and Use Terms," and the "Building Rental Contract," or the "Wedding Rental Contract." However, there may be situations in which it may not be appropriate to charge rental fees. Such situations might include cases in which individuals or organizations provide other services for free to the Church or are engaged in certain activities that are supported by the Church. It is not possible to list all such possible situations.

PROCEDURE:

- All waivers must be communicated to and recorded by the Director of Administration and Finance.
- The Director of Administration and Finance shall handle "member rate" rental agreements and fees for TJMC members.

Revised 2/2013

4. BUILDING RENTAL (general)

POLICY VI.B.4.a: The Church facilities may be rented for a fee by organizations, clubs, or associations not sponsored by TJMC-UU. The purpose of uses and events must not be inconsistent with Unitarian Universalist values.

POLICY VI.B.4.b: The Building and Parking Lot Rental Fee Schedule shall apply to all outside renters. Church members may qualify for reduced rental rates.

POLICY VI.B.4.c: The Church facilities may not be reserved or rented by a Church member, group or committee on behalf of an outside group.

Rationale: To provide space for organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values; to simplify the administrative tasks of building usage/rental; to help assure equitable access for all and to provide revenues for the Church's operations.

Applies to: All groups or individuals seeking to rent or use TJMC-UU facilities

PROCEDURE:

- The Church Office maintains a current fee schedule for building use. Weddings and 12-Step Programs are treated separately from other rentals in the schedule of fees.
- Except as provided for in the Building Rental Policies (i.e. Wedding Rentals), requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year
- The following apply with regard to building use:

FEES:

- Payment of the rental fee and any deposits will be required to reserve the space.
- If the event is canceled less than one month before it is to occur, the rental fee will not be refunded.
- Individuals or groups organized for profit are required to pay the regular rental fee or ten percent of the profits, whichever is the greater amount.
- For ongoing rentals, the rental fee for any month is due by the first day of the month immediately preceding it.
- Rental fees are assessed per unit of time the space is rented, with 8 a.m. to 1 p.m. one unit; 1 p.m. to 6 p.m. one unit; and 6 p.m. to 11 p.m. one unit.
- Any items used by a group but not removed immediately after the event is over will be assessed an additional space rental fee.
- In addition to the rental fee, a key deposit fee is required, which will be refunded upon return of the key and after it has been ascertained that the rooms have been returned to their original condition and that no damage has been done to Church property.
- Security deposits are also required. A mandatory clean-up fee will be assessed for rental of the social hall or sanctuary and for any event where food or alcohol will be served.
- Groups using the facilities on a periodic basis may be eligible for a discounted fee.
- Rental discounts for a limited number of outreach and social action groups are available in accordance with the policy set forth by the Social Justice Council.

AVAILABILITY:

- To better ensure availability of rooms for TJMC groups, there is a four-month limit on confirmed reservations by non-church groups, except for weddings.
- No space is available for outside rental on Tuesday, Wednesday, or Thursday evenings after 5 p.m. or on Sunday before 3 p.m.
- Church facilities may not be used after 11 p.m.

- The church is located in a residential neighborhood and attendees must abide by local noise ordinances and be considerate of local residents.
- Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
- Backyard garden space is available only with rental of the social hall and kitchen.
- Reservations for weddings may be made up to twelve (12) months in advance with no extra fees.
- Outside groups may reserve more than four (4) months in advance with pro-rated fees as follows:
 - Twelve months in advance = twice the standard rental fee
 - Eight months in advance = one and one-half times the standard rental fee

OTHER:

- The following are strictly prohibited:
 - Smoking anywhere inside the buildings or on the playground.
 - Parking anywhere other than in the Church parking lots or in legal street parking spots. Street parking is limited. Any illegally parked vehicles may be ticketed or towed.
 - Removal or rearrangement of artwork, papers, or flyers from church bulletin boards, or of any window treatments.
 - Any movement of the piano, pulpit or pews in the Sanctuary.
 - Use of thumbtacks, nails, or tape on walls or woodwork. Decorations may not be fixed to the floor, walls or furnishings.
 - Use of equipment other than tables and chairs (i.e. copy machine, computers, toys, books, classroom supplied, flip charts, TV, VCR, DVD players, etc.)
 - Use of church linens, supplies or paper products from the Church cabinets with the exception of trash bags and supplies used for cleanup.
 - Use of the Sanctuary sound system or the piano.
 - Any weapons, including permit handguns.
 - Fires in the fireplaces or elsewhere on Church property
 - Alcoholic beverages limited to beer or wine may be served only with Director of Administration and Finance approval. When such beverages are served, a non-alcoholic alternative must also be provided. The host(s) assumes responsibility for ensuring that no alcohol is given to underage persons and that guests do not drink to excess.

- Children must be supervised by an adult at all times at every location on our property.
- Written permission must be obtained if children are to use the playground. The playground is not to be used unless specified in the rental contract. Playground equipment is designed for children 7 years and younger only.
- No rooms other than those listed on the rental contract may be used.
- Users must help preserve the facilities and equipment, straighten rooms after use, turn off lights, and lock all doors after meetings. Unless expressly prohibited elsewhere in these procedures, room furnishings of rented rooms may be moved as needed but must be returned to original configuration before vacating the building. Trash must be removed and taken to the specified outside location. Brooms, mops, vacuums and cleaning supplies including trash bags are located in the supply closet in the Edgewood Lane hallway. If a group pays the Clean-Up Fee, it will cover the vacuuming of rugs, mopping of floors, and cleaning of bathrooms by a cleaning staff person.
- Use of the Sanctuary piano is not included in the fee for non-wedding rentals.
- Use of the microwave, stove and dishwasher is permitted with Social Hall/kitchen rental. Any Church kitchen equipment must be cleaned and returned to its proper place before vacating the building. There is a fee for using dishes, utensils, etc. Renters must provide their own paper or cloth towels.
- No food or flowers may be left in the church. Renters must bring their own containers for and must remove any leftover food.
- Outside-rented items (tables, chairs, glassware, dishes, etc.) shall not be stored before or after the event without prior written approval and the payment of additional rental fees.
- All advertising (including fliers, newspaper notices, etc.) pertaining to the event must be cleared (in writing) with the Director of Administration and Finance.
- In the advertising, for purposes of indicating the location of the event, the Church's name and address may be used in event publicity, but the Church's phone number may not be used.
- No information regarding outside events will be given out by the Church Office.

Revised 9/2011

WEDDING-SPECIFIC RENTAL REQUIREMENTS, RESPONSIBILITIES AND RESTRICTIONS

The General Procedures outlined above apply equally to weddings. However, the following exceptions and additions will apply to Wedding Rentals.

- Rental of the Church for weddings includes use of the Sanctuary for the rehearsal and ceremony and the Church Parlor and Downstairs Kitchen as dressing areas on the day of the wedding. Our Sanctuary seats 200-250 people.
- Use of the piano is included in the rental fee.
- The piano, pews and pulpit may not be moved.
- Use of the Social Hall and Kitchen for a reception entails a separate rental fee. The Social Hall can hold up to 200 people.
- Rental of either the Sanctuary or Social Hall requires a setup/cleanup fee that includes table and chair setup and removal, vacuuming, sweeping and mopping of floors, trash removal, and bathroom restocking and cleaning. For ceremonies involving less than 20 people, the Sanctuary cleanup fee may be waived at the discretion of the Director of Administration and Finance
- Backyard garden space is available only with rental of the social hall and kitchen.
- No other areas of the Church may be used without prior authorization.
- A completed contract and deposit of 50% of the total fees and deposits will hold the space for up to one year. The remaining balance must be paid in full 60 days prior to the event or the reservation will be canceled. All rental fees are non-refundable. All payment should be sent or delivered to the Church office

Revised 9/2011

5. SOCIAL JUSTICE COUNCIL POLICIES ON FREE USE OF TJMC-UU MEETING SPACE

POLICY VI.B.5.a: The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by TJMC senior staff, who shall make regular quarterly reports of their actions to the Social Justice Council. TJMC chooses to provide space for non-profit organizations, clubs, and associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles.

POLICY VI.B.5.b: The building shall not be used for partisan political meetings, but may be made available for meetings which the senior staff and Social Justice Council find to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space.

POLICY VI.B.5.c: The Social Justice Council will review actions granting free use of space by the senior staff at its quarterly meetings or electronically.

POLICY VI.B.5.d: Church facilities may not be reserved for free use by a Church member, group or committee on behalf of an outside group.

POLICY VI.B.5.e: Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the entire senior staff.

APPLIES TO: All groups applying for free use of TJMC-UU meeting space.

RATIONALE: To provide free meeting space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values.

PROCEDURES

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to senior staff, with copies sent to the TJMC-UU Social Justice Council. Application forms can be obtained from the Director of Administration and Finance, who will identify what space(s) may be available at the time(s) requested, and indicate that on the Building Use Contract attached to the application form.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the TJMC program year, which ends on June 30 each year.
- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Director of Administration and Finance.

AVAILABILITY:

- To better ensure availability of rooms for TJMC groups, there is a four- month limit on confirmed reservations by non-church groups, except for weddings.
- No space is available for free use on Tuesday, Wednesday, or Thursday evenings after 5 p.m. or on Sunday before 3 p.m.
- Church facilities may not be used after 11 p.m. (p. 60)

Approved February, 2012

Related Documents and Forms:

Building Rental Fees Schedule
Wedding Rental Fees Schedule
Application for Free Use of Meeting Space
Building Use Contract
Building Use Terms
Wedding Building Use Contract
Wedding Building Use Terms

Building Rental Fees Schedule

<u>Room</u>	<u>Room Capacity</u>	<u>Rental Fee/Time Unit</u>	<u>Setup/Cleanup Fee</u>
Sanctuary	200-250	\$200	Required
Social Hall & Kitchen	175	\$175	Required
Parlor	30	\$ 75	
Jefferson Foyer	N/A	\$ 50	
Summit House 1	30	\$ 50	
Small Rooms	12	\$ 50	

Revised September 2013

Parking Lot Rental Fee Schedule

Half of the main church parking lot, not the Summit House Parking lot, may be rented, when available, from 1:00pm until 5:00pm, at the rate of \$100 for four hours.

Approved December 2011

Wedding Rental Fees Schedule

Sanctuary:

Rental fee: \$300 first rental time unit; \$200 each additional unit
Security Deposit: \$200
Setup/Cleanup: \$100 (required)

Social Hall/Kitchen

Rental Fee: \$250 first rental time unit; \$175 each additional unit
Security Deposit: \$200
Setup/Cleanup: \$150 (required)

Revised August 2009



Thomas Jefferson Memorial Church
Unitarian Universalist
717 Rugby Road Charlottesville VA 22903
434-293-8179 office@uucharlottesville.org

Application for Free Use of Meeting Space

Social Justice Council Policies on Free Use of TJMC-UU Meeting Space

The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by the Social Justice Council. TJMC chooses to provide space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles. The building shall not be used for partisan political meetings, but shall be made available for meetings which the Social Justice Council finds to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space. Church facilities may not be reserved for free use by a Church member, group or committee on behalf of an outside group; approval of free use of space is the responsibility of the Social Justice Council. Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the Social Justice Council. These policies apply to all groups applying to the Social Justice Council for free use of TJMC-UU meeting space.

PROCEDURES

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to the TJMC-UU Social Justice Council. Application forms can be obtained from the Director of Administration and Finance. The Director of Administration and Finance will identify what space(s) may be available at the time(s) requested, and indicate that on the Building Use Contract attached to the application form.
- A completed application form should be submitted to the Social Justice Council Chair at least one week prior to any of the Council's scheduled meetings.
- If an electronic application is submitted for a single meeting to be held between scheduled Council meetings, it can be sent by the Council Chair to Council members for an electronic vote on approval.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the TJMC program year, which ends on June 30 each year.
- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Director of Administration and Finance.

UUA PRINCIPLES

- * The inherent worth and dignity of every person
- * Justice, equity and compassion in human relations
- * Acceptance of one another and encouragement to spiritual growth in our congregations
- * A free and responsible search for truth and meaning
- * The right of conscience and the use of the democratic process within our congregations and in society at large
- * The goal of world community with peace, liberty, and justice for all
- * Respect for the interdependent web of all existence of which we are a part

Examples of how these principles are expressed at TJMC-UU are as follows:

We are a welcoming congregation, embracing all who wish to join our church community, regardless of race, creed, cultural background, sexual orientation, or ability/disability. We support marriage rights for gays and lesbians. We are working to become a Green Sanctuary. We have a long history of working to support anti-racist attitudes and behaviors. We work with interfaith organizations such as IMPACT and PACEM to promote social justice.

Applicant's Statement

Title of Organization:

Mission or Purpose of the Organization:

Brief Description of One Current or Recent Project Exemplifying Mission or Purpose:

General Purpose of Meeting(s) To Be Held at TJMC:

How will TJMC's support of your organization by providing you free meeting space enhance your ability to accomplish your mission?

Applicant's Affirmation

I affirm that the purposes of our organization, _____, are not inconsistent with the values of TJMC – UU as expressed above. I have read and agree to the regulations on the back of the Building Use Contract.

Applicant's Signature _____

Applicant's Role in the Organization _____

Social Justice Council's Decision

____ Approved for free use of space

Date Approved _____ Ending Date for approved free use _____

____ Not approved for free use of space

Comment:

Council Chair's Signature _____



Thomas Jefferson Memorial Church Unitarian Universalist

717 Rugby Rd. Charlottesville VA 22903
(434) 293-8179 office@uucharlottesville.org



Building Use Contract

Date of Contract _____
Date of Event: _____ Group: Church: _____ Social Action _____ Outside: _____
Type of Use: _____ Fee Type: Free _____ Reduced _____ Standard _____
Group Name: _____ Contact Person: _____
Address: _____
Phone: _____ E-Mail: _____

Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$200			\$100	\$75
Social Hall + Kitchen	\$175				\$75
Parlor	\$75				\$75
Jefferson Foyer	\$50				
Summit Room 1	\$50				\$75
Summit Room 2	\$50				
Dishes	\$25				
Total Rental Fee				Due:	
Cleaning Fee					
Security Deposit				Due:	
Total					
Payment #1				Date:	
Payment #2				Date:	

A completed contract and deposit of 50% of the total fees and deposits will hold the space. The remaining balance must be paid in full thirty days prior to the event or the reservation will be cancelled. All rental fees are non-refundable. For ongoing rentals, the rental fee for any month is due by the first of the month immediately preceding it. If the event is cancelled less than one month before it is to occur, the rental fee will not be refunded. All payments should be sent or delivered to the Church Office. Please make check payable to Thomas Jefferson Memorial Church-UU.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's facilities and/or accept responsibility and liability for my group. I understand that failure to comply with the stated conditions may result in forfeiture of the security deposit, assessment of additional fees, and/or denial of future rental requests.

Signature: _____ Date: _____

Office Use Only:

Food Prepared/Served: _____ Alcohol Served: _____ Number Attending: _____
Deposit/Cleaning Fees Paid: _____ Rental Fee Paid: _____ Key Number: _____



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Building Use Terms

1. Rental Fees:

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. Rental Fees for Outside Groups using the building in an ongoing manner are due prior to the event or by the first of each month.
- c. A key deposit and security deposit are required and will be refunded after the rental with approval.
- d. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. The fee is \$50 for groups under one hundred and \$75 for groups over. The same Cleaning Fee rate may be charged for other rooms rented where food and alcohol will be served.
- e. No space is available for Outside Group rentals (including Social Action approved groups or church sponsored groups inviting the public) on Tuesday, Wednesday, or Thursday evenings after 5 PM or on Sunday before 3 PM.
- f. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- g. Church Member personal building usage rates are half the scheduled rental fees.
- h. Social Justice Council will determine groups eligible for free usage of the building. They will provide the appropriate documentation of these groups and their contacts to the Director of Administration and Finance as soon as they are approved. These groups are not eligible for free use of the building for fund raisers. The Standard Rate will apply.
- i. Wedding rates and terms are listed separately.
- j. Twelve Step Groups may rent the use of the downstairs kitchen at a rate of \$1 per person attending.

2. Room Assignments & Use:

- a. Rooms may be assigned for Outside Groups four months prior to an event without an additional fee.
 - i. Twelve Months in advance = twice the standard fee.
 - ii. Eight months in advance = one and one-half times the standard fee.
- b. Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
- c. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
- d. Art work may not be moved.
- e. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
- f. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, pianos, sound equipment, or playground, are not provided for use.
- g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.
- h. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
- i. Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
- j. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
- k. Caterers are asked to check with the Director of Administration and Finance prior to any event.
- l. If alcoholic beverages are served then non-alcoholic beverages must also be served. Any Outside Group using the space is responsible for obtaining an applicable ABC license and following the ABC laws.
- m. Minor children must be supervised by an adult at all times.
- n. Smoking, weapons (including permit hand guns), and fires are prohibited in the building or on the property.
- o. All event food and trash must be removed after any event.

Parking: Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

Advertising:

A sample of any advertising pertaining to an Outside Group's event (including fliers, newspaper notices, etc.) must be provided to the Director of Administration and Finance in hard copy for approval prior to being sent out.

The Church's name and address may be used in event publicity but not the Church's phone number.

No information regarding outside events will be given out by the Church Office.

Approved 12/2010



Thomas Jefferson Memorial Church
Unitarian Universalist
717 Rugby Rd. Charlottesville VA 22903
(434) 293-8179 office@uucharlottesville.org



Wedding Building Use Contract

Date: _____ Date of Rehearsal: _____ Wedding: _____

Contact Name: _____ Contact Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

E-Mail: _____ E-Mail: _____

Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$300/\$200 add.			\$200	\$100
Social Hall + Kitchen	\$250/\$175 add.			\$200	\$150
Parlor	included				
Jefferson Foyer	\$50				
Down Stairs Room	included				
Summit Room 1	\$50				\$75
Summit Room 2	\$25				\$75
Dishes	\$25				
Total Rental Fee				Due:	
Total Deposits & Cleaning Fee				Due:	

Thomas Jefferson Memorial Church welcomes members and friends from our community to hold weddings at our Church. Weddings may be scheduled up to one year in advance. Individuals interested in holding a wedding at our church should complete this form and return it to the Church Office. The submission of this form will hold a wedding date for up to 30 days. After approval of this application, the Director of Administration and Finance will mail the applicants a Wedding Building Use Contract. Return of the completed contract along with a 50% deposit of the total fees and deposits within the 30-day period is required to continue to hold the space. The remaining balance must be paid in full 60 days prior to the event or the reservation will be cancelled. All rental fees are non-refundable. Please make check payable to Thomas Jefferson Memorial Church-UU.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's facilities and/or accept responsibility and liability for my group. I understand that failure to comply with the stated conditions may result in forfeiture of the security deposit, assessment of additional fees, and/or denial of future rental requests.

Signature: _____ Date: _____

Office Use Only:

Food Prepared/Served: _____ Alcohol Served: _____ Number Attending: _____

Deposit/Cleaning Fees Paid: _____ Rental Fee Paid: _____ Key Number: _____

Revised November 2013



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Wedding Building Use Terms

p. Rental Fees:

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. A key deposit and security deposit are required and will be refunded after the rental with approval.
- c. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. A Cleaning Fee may be charged for other rooms rented where food and alcohol will be served.
- d. No space is available for Outside Group rentals (including Social Action approved groups or church sponsored groups inviting the public) on Tuesday, Wednesday, or Thursday evenings after 5 PM or on Sunday before 3 PM.
- e. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- f. Church Member personal building usage rates are half the scheduled rental fees.

q. Room Assignments & Use:

- a. Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
 - b. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
 - c. Art work may not be moved.
 - d. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
 - e. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, sound equipment, or playground, are not provided for use.
 - f. The use of the Sanctuary piano is included in the wedding rental fee.
 - g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.
 - h. Care must be taken to insure that decorations or flower arrangements do not leave permanent marks and must be removed before vacating the building. Candles may be used with great care to insure safety; all candle wax must be removed from tables, floors, pews, etc. before vacating the building.
 - i. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
 - j. Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
 - k. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
 - l. Caterers are asked to check with the Director of Administration and Finance prior to any event.
 - m. If alcoholic beverages are served then non-alcoholic beverages must also be served. Any Outside Group using the space is responsible for obtaining an applicable ABC license and following the ABC laws.
 - n. Minor children must be supervised by an adult at all times.
 - o. Smoking, weapons (including permit hand guns), and fires are prohibited in the building or on the property.
 - p. All event decorations, flower arrangements, food and trash must be removed after any event.
- r. **Parking:** Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

Office Use Only:

Date Rec'd: _____ Deposit Rec'd: _____ Key Given _____ Space Insp: _____

Confirm Sent: _____ Balance Rec'd: _____ Key Ret'd _____ Key/Sec Dep Ret'd _____

VII. COMMUNITY OUTREACH

A. Public Witness

POLICY VII.A.1: It is appropriate that the congregation of TJMC can, and in certain instances has a duty to take a public stand on certain issues. Such issues will be restricted to issues in line with our Unitarian Universalist Purposes and Principles.

NOTE: We must trust in the spirit of the assembled community at the time that such stand is to be voted upon. The assembled community must be extremely sensitive to the opinions of those who do not support the proposed position, and must be willing to delay premature action so that the full impact of the proposed action may be determined. We hope that the action taken will build the spirit of community both inside and outside of our beloved church.

Rationale/Background: The Public Witness Task Force was directed by the Board of Trustees in 2004 to create a process for public witness at TJMC. It was presented to the congregation on April 17, 2005; approved as official policy of the church by the Board at its May, 2005 meeting; revised in July 2006; revised in March 2008, in March of 2014 and in September of 2015.

Types of Public Witness:

Individual Public Witness:

Acts of public witness happen all the time in our community in the form of individual actions or actions by small groups or committees. Members of TJMC attend anti-war rallies, marriage rights events, and write letters to the editor. These acts of individual witness are a natural expression of our UU beliefs. The church forms an environment where like-minded individuals can find one another, band together and in the great tradition of Unitarian Universalism, form a committee or group!

Group Public Witness

As a church we encourage our members to form groups to plan events, meetings, protests, and letter-writing campaigns to raise awareness within our church and the larger world of social, moral, and ethical issues. Most acts of public witness follow this path. This shall be sufficient in most cases. Forming a group to facilitate public witness is simple.

PROCEDURE for Group Public Witness:

- Initially the group shall fill out the Application for New Committee or Group (page 14) and then go before the Social Justice Council to request recommendations for forming itself into a working group.
- The Social Justice Council shall advise the new group about the communication tools available within the congregation, written and spoken.
- When the group wishes to perform acts of public witness, they shall notify the Board of their intention. In general, this is necessary when in public the group identifies itself as "The Committee on XYZ of Thomas Jefferson Memorial Church." By "in public", we mean ads in the local newspaper, spots on the radio, banners in a march on Washington, etc.
- If there is a question, ask the Social Justice Council for clarification.

Congregational Public Witness of a Short-term Nature:

Sometimes, committees or groups wish to initiate a congregational response or action of an immediate and short-term nature (less than one month). Examples of situations in which a short-term display or action is indicated could include a display on church property in support of peace, or grief following a local or national act of violence in which silence is simply not consistent with our values.

PROCEDURE for Short-term Congregational Public Witness:

This process is required for public displays on church property or when we wish to speak as a whole church to the wider community, not just a group within the church, in an action that will last 30 days or less.

The group or committee wishing to initiate an action shall communicate with the Social Justice Council co-chairs its intention to make a short-term public witness application, and the co-chairs will explain the steps and clarify understanding of these steps (explained herein). Approval of Congregational Public Witness may only be initiated by recognized groups or committees within the church.

First a committee or group wishing to initiate such an action should make its recommendation to the Social Justice Council. The Social Justice Council may call an emergency meeting if Council members deem appropriate, and on a schedule that the council can manage. If Social Justice Council approves of the action, the Council will submit the request to the Board of Trustees for approval. The initiating group or committee should present their recommendation at the first available Board Meeting. The Board may choose to review the recommendation and vote via email if urgency requires it, as long as the Social Justice Council and the initiating group or committee are included in the electronic conversation. If the Board approves the action, the Social Justice Council and the initiating group or committee should be notified of the approval via email.

If either the Social Justice Council or the Board of Trustees do not approve the action, the recommendation will not proceed. If both the Council and the Board approve of the action the recommendation may proceed to congregational review.

After approval by both the Council and the Board, representatives of the initiating group or committee should engage the Congregation in a congregational conversation regarding the action on Sunday. The Social Justice Council shall be present at the congregational conversation.

A petition shall be circulated by the committee or group in support of the action with room for recording objection of the action. Although anyone can sign the petition, a number of church members, equivalent to 20% of the congregation membership, must sign the petition in support of the action in order for the action to be approved. If 10% of the congregation members object to the action on the petition, the petition shall not move forward and the action shall not be approved.

If the petition is successful, the initiating group or committee should submit a copy to the Social Justice Council and confirm the dates the action will be conducted or displayed. The Social Justice Council must ensure that the action is discontinued and/or the display removed within 30 days.

Approved September, 2015

Congregational Public Witness of a Long-Term Nature:

In situations where the entire congregation feels compelled to speak as one, long-term display or activity (more than one month in duration) may be appropriate. Examples might include displaying a banner in support of marriage rights, or changes in policy to reflect support for a global position.

Committees or groups seeking acts of congregational public witness shall use the following process.

PROCEDURE for Congregational Public Witness:

- This process is required for public displays on church property or when we wish to speak as a whole church to the wider community, not just a group within the church.
- The committee/group shall draft a plan for the act of public witness they seek to conduct. This plan shall be made publicly available and form the basis for discussion.
- The committee/group shall make itself known to members through means such as bulletin boards, suggestion boxes and mailings. The communication tools must be effective: written, spoken, group and individual and shall not be just views expressed, but views heard and learned from.
- The committee/group shall hold meetings with congregational members in small groups such as cottage meetings, standing committee meetings, and congregational conversations between services.
- We will trust that honest discussions only build community. All discussions will enable everyone to express divergent views. Everyone will be made to feel welcome at the table and those leading the discussions will foster an environment that encourages us to learn from each other. They will let the issues be pursued, heard and discussed throughout the church.
- Next, the committee/group shall go to the Board with a petition signed by 10% of members to call two congregational meetings about the issue or put the action requested on the agenda of a regularly scheduled congregational meeting.
- The first congregational meeting on the issue will be for informational purposes, allowing for the presentation of all sides of the issue in some suitable format. The vote shall be private, with ballots. A favorable vote of at least the majority of members present is required to move forward.
- Finally, the Board will call a second congregational meeting for a final discussion and a vote. The vote shall be private, with ballots. A vote in favor of the resolution needs to be at least an 80% majority of those present.
- If the resolution passes, the committee/group shall perform the planned act of public witness, speaking for the church as a whole.
- The public witness action or display can be only discontinued or removed when the Social Justice Council recommends doing so to the Congregation at a duly called Congregational Meeting at which at least 80% of those present agree to the discontinuance.

Update March 2014

B. SOCIAL ACTION COLLECTION

POLICY VII.B.1: The congregation of TJMC-UU shall support causes outside of the Church budget. Groups eligible for such support must represent causes that demonstrate our values, purposes and principals.

The TJMC – UU Social Justice Council manages the selection of recipients for this support.

Note: The Social Action line item in the Church Budget is for ongoing commitments that we as a Congregation make or for social action committees within the church.

Rationale: The Thomas Jefferson Memorial Church - Unitarian Universalist has a

long standing tradition of having monthly special collections to support worthwhile social action organizations, both locally and nationally, that dedicate themselves to causes that are seen as supportive of Unitarian Universalist values and principles.

CRITERIA:

- Two types of organizations that TJMC congregants have identified as most compelling for social action collections are: local organizations providing direct support for the survival of people in need within our local community; and local organizations engaged in promoting social justice in a transformational way (e.g., promoting long-term change in social policy). The Social Justice Council will give highest priority to these types of organizations in selecting recipients for social action collections.
- In response to the interest of some congregants, the Social Justice Council will also provide some collections for single-issue organizations supported by a group of congregants, and denominational groups engaged in international aid or working on regional needs.
- Applications for social action collections can be made to the Social Justice Council by groups established within TJMC or by outside groups that have congregants actively supportive of their mission.
- Any organization chosen to receive a social action collection must be a bona fide charitable entity that has Federal tax exempt (C3) status, follow a non-discrimination personnel policy, and conform to our denomination's seven principles.
- Any organization selected for this program must also agree to submit a report on its use of funds to the TJMC Social Justice Council chair within eleven months of the collection which was made on their behalf.

PROCEDURE:

- The Social Action Collection is the plate collection during Sunday Services once a month for causes outside the Church budget.
- A member of the sponsoring Committee or a member of Social Justice Council will be the Responsible Person for the Collection Process. The Responsible Person will:
 - Assure that there is an appropriate article turned into the bulletin before the 15th of the prior month and submit a shortened version to the Friday email and Order of Service to the Director of Administration and Finance the week before the collection.
 - He/She will also arrange for a speaker to make the appeal (TWO minutes) for the Services and notify the Minister(s) or Worship Weaver of the speaker's name at least a week before the Collection Sunday.
 - After the services, together with the Social Justice Council Chair, he/she will take the money out of the SA collection envelopes, count the checks and put the total on an envelope containing them and count the cash and put the total on an envelope containing it.
- The Social Justice Council Chair will put an appropriately addressed envelope for the Group in the Controller's mailbox with the pink slip requisitioning a check for the total collected and report it to the Depositor.
- The Controller will mail the check to the Recipient Organization.
- The yearly report of these collections will be presented to the Board and Congregation by the Social Action Chair in the Annual Report.

Send to: Thomas Jefferson Memorial Church, Unitarian Universalist
717 Rugby Road, Charlottesville, VA 22904

Related Documents and Forms:

Application for Social Action Collection
During TJMC Program Year July, 2013 to June 2014
Submission Due by April 20, 2013
Send as Email attachment to socialaction@uucharlottesville.org

Organization Name _____

Address _____

Date Submitted _____

Brief Mission Statement:

Please check the one category below that best describes your general mission:

- ☐ Direct sustenance for people in need within the local community.
- ☐ Transformational "*Umbrella Organization*" promoting local social justice issue(s).
- ☐ Local single-issue group advocating a specific need or social action concern.
- ☐ UUA-sanctioned group supporting international relationships or regional issues.

Please list two important goals your organization has for the coming year:

Annual Budget _____

Sources of Income

Eligibility Criteria (Please check all items that are true for your organization.)

- ☐ Have Federal tax exempt (C3) status
- ☐ Follow a non-discrimination personnel policy (race, color, creed, gender, ability/disability, affectional or sexual orientation, age, economic status, or origin)
- ☐ Mission is not inconsistent with UUA values as expressed in UUA principles (see list below)
- ☐ If approved, agree to submit a report on use of funds from TJMC Collection (report due to Social Justice Council Chair 11 months after collection date)

UUA Principles

- * The inherent worth and dignity of every person
- * Justice, equity and compassion in human relations
- * Acceptance of one another and encouragement to spiritual growth in our congregations
- * A free and responsible search for truth and meaning
- * The right of conscience and the use of the democratic process within our congregations and in society at large
- * The goal of world community with peace, liberty, and justice for all
- * Respect for the interdependent web of all existence of which we are a part

Connection to TJMC Congregation (Please complete ONE of the two sections below.)

Application by an established group within the congregation

Group/Committee Name _____

Group/Committee Chair _____

Associated TJMC Council _____

Names of 3 TJMC congregants who are active in the committee/group

Application by an individual/group outside TJMC

(Submit one electronic copy (no signatures needed) and one hard copy with signatures by due date)

Individual/group initiating the application _____

Names and signatures of 3 TJMC congregants who support this application

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Contact Person _____

Organizational Position/Role _____

Phone _____ E-mail _____

C. TJMC-UU FOOD PANTRY

POLICY VII.C: TJMC volunteers shall operate a Food Pantry Program as part of the social outreach program.

PROCEDURES:

The Food Pantry is a social justice outreach program that is part of the Social Justice Council. Food is distributed to guests from throughout the Charlottesville area. It is distributed regardless of age, income or religious affiliation. Church volunteers:

- order food from the Thomas Jefferson Area Food Bank
- pay for the food through a yearly Social Action Collection

- make all reports appropriate to the Food Bank, and Church Annual Report
- receive the food when delivered from the Food Bank and distribute into individual bags described as units for 3 people
- register guests using USDA guidelines as described by the Food Bank for their reports
- give out food to guests according to the size of families registered and help guests put food in their cars

The Food Pantry distributes food on the first Friday of each month.

FIRST FRIDAY PROCESS

1. Church member volunteers and volunteer clients help register guests, unload the truck and deliver food by the case to the social hall where it is organized to be placed in the bags. Church members are encouraged to wear their nametags.
2. A church member Food Distributor oversees volunteer clients and other volunteers setting up in the social hall and kitchen at 8:30AM. Early clients may sit in the social hall.
3. Beginning at 9AM, clients sign in to receive food each month on a first come/first serve basis. Clients complete the information form before receiving food for the first time and renew forms every 6 months. (January and July) If the number of clients exceeds the food ordered, church member volunteers will decide the fair way to assure that everyone receives food.
4. Clients are allowed to pick up food for one other family if the information form has been properly filled out and the name recorded on the back of their form.
5. Church Member Volunteers are in charge of food distribution:
 1. Member will call the names of the clients in the order that they are signed in. Clients may not receive any food until they receive their number.
 2. The client signs the information form for each person for whom they are obtaining food and collects food using their bag number
 3. The client collects the food from the areas where it is being distributed by showing their designated number to each Food Distributor church member.
 4. Volunteers assist clients, if necessary, to take the food to the client's vehicle.
 5. Church member volunteers pick up donated food from local grocery stores to be weighed, included in the monthly report and distributed to clients.
6. Other Procedures:
 - ⚡ Signs will be posted at both entry doors:
 FOOD PANTRY: FIRST FRIDAY
 Church Open for set up: 8:30AM
 Food Pantry Sign-In: 9:00AM
 Food Distributed: 11:00AM
 - ⚡ Extra food which is not used will be stored in the Church Parlor.
 The three middle upper cabinets and three lower ones are designated as Food Pantry storage.
 - ⚡ The Files including client files and reports to the Food Bank are stored in the Church Parlor. Volunteers will organize the files at the end of the food distribution and return the files to the Parlor.
 - ⚡ The Social Hall, Kitchen and hallways will be returned to their original condition.

PANTRY FOOD ORDERING INSTRUCTIONS

The Thomas Jefferson Area Food Bank creates a list of food that is in their warehouse each week. This list is published via email or printed at the order window in the warehouse on Harris Street. Food is ordered by the case. USDA food is free and is regulated by how much is allocated per unit of 3 people per month. The Food Bank also has food that it buys wholesale and charges us between 11-16 cents per pound. (see report instructions below) We use the budget described by the Social Action Collection success, remembering that the turkeys distributed in November usually cost \$200-\$300 over the monthly budget. (In 2010 we ordered between 96-108 units or 8-9 cases and tried to stay in a \$250 per month budget.) Food is ordered via email on Wednesday or Thursday after consultation with other organizers about volume, with the request to deliver for a \$5 fee.

VOLUNTEER ORGANIZATION

Volunteer Coordinator calls volunteers in order to assure that there are:

- 4 volunteers to set out bags and set up registration materials,
- 8-10 volunteers to unload the truck and put food into bags and organize frozen food and fresh produce, and
- 6-8 volunteers to distribute food and help deliver it to cars.

Clients help with all of this work except for actual distribution.

VIII: COMMUNITY SECURITY

A. DISRUPTIVE BEHAVIORS

POLICY VIII.A.1:

The TJMC Board of Trustees shall assure that written procedures are in place to assure that persons demonstrating disruptive behaviors are dealt with quickly and respectfully for the security of the entire church community. The TJMC Board of Trustees shall assure that these written procedures are available to the entire TJMC staff and the congregation. Said procedures shall be reviewed at least every five years.

Rationale:

While honoring the worth and dignity of every individual is one of the central tenets held by TJMC, and is expressed in the Unitarian Universalist Purposes and Principles, we believe our congregation must maintain a secure atmosphere in which openness can exist. Our church strives to be an inclusive community, affirming our differences in belief, opinions, and life experiences. Concern for the physical safety and emotional well-being of our congregation as a whole must be given priority over the privileges and inclusion of a particular individual. To the degree the disruption compromises the health and well-being of this congregation, our actions as a church must reflect this emphasis on personal safety and security. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs is threatened, the sources of this threat must be addressed firmly and promptly. To the degree possible and appropriate, confidentiality will be maintained.

Definition:

For purpose of this policy, disruptive behavior includes but is not limited to:

1. Perceived threats to the safety of any adult or child, such as physical or verbal abuse, threats of bodily harm, or sexually inappropriate behavior.
2. Disruption of church activities; and
3. Diminishment of the appeal of the church to its existing and potential membership through unwanted advances, harassment, and abusive or inappropriate language.

Establishment of the Conflict Resolution Committee

The Conflict Resolution Committee will be composed of 6 Members of the church or Church Staff who hold the following positions: Lead Minister, Board President-Elect, Board Secretary, Chair of the Committee on Ministry or his/her committee designate, Chair of the Personnel Committee or his/her committee designate, and the Director of Administration and Finance.

Procedures:

I. In those instances in which an immediate response is required,

- A. The offending person (s) may be asked to leave the premises.
- B. A meeting or activity in progress may be suspended until such time as it can safely be resumed.
- C. The Police Department may be called if further assistance is required.
- D. The Minister or Board President must be notified if these interventions are undertaken in their absence.
- E. An official letter to the offending person(s) describing the concerns and detailing what steps must be taken before returning to church activities may be sent by the minister and Board President. A copy of this letter will be kept in a secure file to which only the Minister and Board President have access.
- F. Follow-up communication to the individuals or groups involved will be provided as appropriate and necessary.

II. In those instances in which an immediate response is not required.

- A. The Conflict Resolution Committee will be asked to resolve the situation.
 1. The committee will refer to the Principles of the UUA in determining what is acceptable and what is deemed disruptive behavior.
 2. The committee will collect all relevant information.
 3. The committee will determine an appropriate response on a case-by-case basis.
 4. The committee will evaluate the problem considering:
 - a. SAFETY—Is the person(s) a threat or perceived threat to another person(s) or property?
 - b. DISRUPTION—How much interference with church functions has occurred?
 - c. OFFENSIVENESS—How likely is it that existing or prospective members will be driven away?
 5. The committee will determine a response considering:
 - a. CAUSES—Why is the disruption occurring? Is it a conflict between the person(s) and others in the church? Is it due to a professionally diagnosed condition?

b. HISTORY- What has been the frequency and degree of disruption caused in the past?

c. PROBABILITY OF CHANGE—How likely is it that the problem behavior will diminish in the future?

B. Committee Response and Official Action Taken:

LEVEL ONE: After investigation the committee deems no action is required.

LEVEL TWO: (Communicate)—The Conflict Resolution Committee will inform the Minister and the Board President of its assessment of the problem. The Minister (if available) and a member of the committee will meet with the offending person(s) to communicate the concern and discuss ways to modify the disruptive behavior.

LEVEL THREE (Suspend)—The Committee will recommend to the Board and the Board will decide. The offending person(s) is suspended from the premises and activities of the church for a limited period of time, with reasons and conditions of return communicated in writing by the Minister and Board President. A copy of this letter will be kept in a secure file to which only the Minister and President have access.

LEVEL FOUR (Expel) - After hearing the recommendation of the Conflict Resolution Committee, the Board will decide whether to expel the offending person(s). Expulsion from the church means that the individual is no longer a member of the congregation, and the individual is directed not to participate in church activities or come onto church property. If so, a letter will be sent by the Minister and the Board President explaining the expulsion. A copy of this letter will be kept in a secure file. In addition, the Membership Committee will be notified of the expulsion in order for the person's name to be removed from the official membership roll.

C. Members of the church whose personal security have been threatened by disruptive behavior will be kept informed in a timely manner of the steps being taken to deal with the person(s), i.e., the source of the problem. In addition, the Minister may offer or recommend a qualified professional individual or group counseling to a church member who has been adversely affected by the disruptive behavior, or may refer them for additional help.

Draft by the Conflict Resolution Committee, 1/14/2010 Board approved: June 2011

B. CHURCH PARTICIPATION OF PERSONS CONVICTED OF OR FORMALLY CHARGED WITH CRIMINAL SEX CHARGES

POLICY VIII.B.1: The TJMC Board of Trustees shall assure that written procedures are in place to assure that persons convicted of or formally charged with criminal sex offenses are dealt with quickly and respectfully for the security of the entire

church community. The TJMC Board of Trustees shall assure that these written procedures are available to the entire TJMC staff and the congregation. Said procedures shall be reviewed at least every five years. A condensed version of this policy (a one page executive summary) should be posted prominently in the church building and emailed to the church community annually. Staff should prepare a list of congregants with expertise in the various areas—child abuse, sexual abuse, counseling, legal proceedings, pastoral care, etc.

A. General Principles

We affirm the following general principles set forth in the UUA Sexual Misconduct Manual, *Balancing Acts: Keeping Children Safe in Congregations* ("Balancing Acts") by the Rev. Debra W. Haffner:

1. We have a responsibility to assure that children, youth, and vulnerable adults will be safe in our congregations from sexual abuse, sexual assault and harassment even or perhaps especially when we do not know if there is an offender in our congregation. Indeed, we have a responsibility to see that our congregations are sexually healthy congregations and free of sexual harassment, abuse, and exploitation for all of our members and friends – children, youth and adults – as well as visitors and staff.
2. We are called to acknowledge by our actions to treat every person with worth and dignity, and to offer a congregational home to all who are seeking one like ours, while honoring that in the case of an individual with a history of sex offenses, there must be limitations on congregational involvement. That commitment means that only in rare cases will a person be denied access to ministry and fellowship. We must provide compassion, support, affirmation, and protection against further harm.
3. We have a responsibility to educate ourselves about child sexual abuse and healthy childhood sexuality, to be well informed about sexual offenses and offenders and to develop processes that will help us make good decisions about the actions that we are called to take.

B. Guidelines:

1. At the beginning of each church year the President Elect and Lead Minister should recruit the TJMC Sexual Misconduct and Abuse Response Team ("Response Team") consisting of the Lead Minister, the Director of Faith Development, the Board President Elect, the chair of the Committee on Ministry or his/her committee designate and two Members of the congregation who have professional expertise with sexual abuse issues. This team will only be convened when needed. This group will be responsible for educating the congregation about these issues and if the occasion arises, for implementing our policies and procedures.

2. We adopt the following points, most of which are from "Balancing Acts," as guidelines for our congregation when facing a situation of a person convicted of or formally charged with a criminal sex offense who desires involvement in church life:

- Do not panic. There is no question that a charged or convicted sex offender's presence and participation in church life will be a difficult issue for the Minister, the Religious Educator, the Board and the members and friends of the congregation who become involved. This issue is likely to take months if not years to address. Anxiety may be high among many in the congregation. Staff and leaders are challenged to be less anxious.
- Ask for help. Contact the UUA Staff who serve the congregation. Contact the Director for Congregational Services at the UUA. These individuals can direct you to resources and provide guidance and support.
- Be aware that this is likely to be a difficult and divisive issue. Some parents of children may threaten to resign if the offender is allowed to attend worship at all. Some people who were themselves sexually abused as children may be especially affected as old hurts are reopened. Provide opportunities for all sides to be heard. Recognize that reasonable people may disagree. Allow time for and facilitate the opportunity for people to share their feelings.
- Seek outside expertise. While it is necessary for the facts and circumstances of the situation to be known and understood by congregational leaders, and they should do their best to determine these, it is also unrealistic to expect that the members of a church board of trustees will have the requisite skills to evaluate an individual situation or assess safety issues in a particular context. It is reasonable for the leaders of the congregation who are dealing with the decision, as well as the minister, to meet with the (alleged) abuser (and parents if that person is a minor), ask for written permission to contact the person's therapist and parole officer, or in the case of someone who has completed mandated treatment, to ask the person to meet with a trained therapist (who is a member of ATSA) for an evaluation of their risk potential.
- Be sure pastoral care is available to those whose issues may be exacerbated. It can't be said enough: some people who are survivors of sexual abuse or assault may need special attention at this time.
- Be sure pastoral care is available to the non-offending spouse or partner and other family members, especially children, of the accused person or offender. In the midst of revelations these persons are likely to experience an intense and complex mix of emotions, individually and as a family, including shock, disbelief, embarrassment and shame, anger, sadness and grief. Depending on the nature of the offense they may lose contact with the accused and feel that absence as severe loss affecting family roles, relationships, finances. They may feel divided loyalties between the accused and the church community in its response. They will need understanding and support as they search for meaning and to restore balance.

- Pastoral Visitors should be trained in identification of symptoms of abuse, both sexual and physical.
- Remember that if the accused person is part of the church community he or she also deserve support. There is likely to be a feeling of revulsion or antipathy towards the person, and the immediate response may be to want to isolate that person completely. It remains the mission of TJMC to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat that person with compassion.
- Educate, educate, educate. If the whole community is aware of the situation, it may make sense to call for a community meeting. An education session with outside experts on child sexual abuse and sex offender treatment can be very helpful. In some cases, it may be helpful to ask the offender to tell their story to the Board of Trustees or at a community meeting. Keep the community as a whole informed as the leadership of the congregation works to develop a response.
- Seek legal counsel. Local and state laws may impact the course of action and decisions that need to be made. Find out about the legal limits, liabilities and requirements.
- Seek outside expertise. While congregational leaders should do their best to determine the facts and circumstances of the situation, it is also unrealistic to expect that the members of a church board of trustees will have the requisite skills.
- Allow enough time. The process for developing an informed, just response to the situation will likely be time-consuming, messy, emotional, and not completely satisfying to many parties. Recognizing that the process will take time, will not be perfect, and is always difficult will help the healing process.

C. Supporting Policy Statements

We adopt the following statements from "Balancing Acts" as the policy of this church:

1. No person who has been convicted of, or with an unresolved formal charge of, any criminal sexual misconduct can be permitted to be involved in any child or youth religious education or group activities. In order to incorporate a formally charged or convicted sex offender into the life of the church safely, we must assure that the person does not have an opportunity in our congregations to offend/re-offend. This includes avoiding situations where the person might be accused falsely. A person with a history of sex offense should never be allowed to be with children, work with children and youth, or socialize with children and/or youth in the congregation.
2. The core response of the congregation to a convicted or formally charged sex offender is a Limited Access Agreement. This agreement invites the person with a

history of sex offenses to participate in certain aspects of church life but sets clear boundaries including what the individual cannot do. It requires the person to remain in the presence of an adult companion/escort at all times when children or youth are present, including in some cases, asking the person to suggest a group of people who may act as companions at church events when children or youth are or may be present. The message to the person should be that he or she is both welcome to participate in Sunday morning congregational worship and appropriate adult social and educational activities, and that he or she must covenant with the congregation to avoid all contact with children and youth. The Limited Access Agreement must contain the essential terms set forth at points D.7. (for a convicted sex offender) or E.3. (for a person formally charged with a criminal sex offense) below. A Limited Access Agreement will be drawn up as needed for any situation that arises following the guidelines outlined in "Balancing Acts."

3. The core response of the congregation to a congregant convicted or formally charged with violent but nonsexual behavior such as murder or assault is a Limited Access Agreement. This agreement invites the person with a history of violent behavior to participate in certain aspects of church life but sets clear boundaries including what the individual cannot do. It requires the person to remain in the presence of an adult companion/escort at all times, asking the person to suggest a group of people who may act as companions at church events. The message to the person should be that he or she is both welcome to participate in Sunday morning congregational worship and appropriate adult social and educational activities, and that he or she must covenant with the congregation to nonviolent behavior. The Limited Access Agreement must contain the essential terms set forth at points D.7.

D. Procedure in the Case of a Convicted Sex Offender (Offense against Minor or Adult)

We adopt the following procedure as set forth in "Balancing Acts," with some modification, for use by our congregation in a case involving a convicted sex offender (offense against minor or adult):

1. Minister(s) to meet with person. No matter how the situation is revealed, a minister as quickly as possible will meet privately with the person to discuss the concerns that have been raised. The minister should check the local sex offender registry before meeting with the person. If the person is a member of the congregation and has a spouse/partner who also attends the church, the minister should reach out to the spouse/partner as well.

2. Meeting with Response Team. The person will then be asked to meet with the TJMC Sexual Misconduct and Abuse Response Team ("Response Team").

3. Signing of release form. The person will be asked to sign a release form so that the minister(s) can contact his/her sex offender treatment provider and/or current therapist. The minister(s) should ask if those people are members of ATSA

(Association for the Treatment of Sexual Abusers). The therapist and, if applicable, the parole officer should be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. It will be helpful to know the number, timing and nature of offenses. Such information allows consideration of different situations. (For example, consider an 18-year-old male who had sex with his 16-year-old girlfriend and against whom her parents pressed charges versus a 45-year-old male who has served time in jail for sex offenses against neighborhood children. In the second scenario, if the person has been in the community for some time and has previously completed mandated treatment, the committee would be wise to ask the person to go for a professional assessment with a therapist who specializes in working with sex offenders. The congregation may choose to provide the funding for this assessment.) If the person declines to give permission to contact the therapist or to go for an assessment, the person will be refused participation in the congregation. (Note: It is beyond the scope and experience of congregations to assess the risk or probability that a sex offender will re-offend. According to the Center for Sex Offender Management, even therapists with special training in treating sex offenders can be wrong. The question the Response Team must be able to answer is: Given what professionals have advised, will this person sign and honor a Limited Access Agreement that they can maintain with the leadership in order to assure the safety of the congregation's children and youth).

4. Persons to notify.

(1) The church liability insurance carrier should be notified that a convicted sex offender is seeking participation in church life and that the minister(s) and Response Team are investigating the advisability of such participation. The insurance carrier may request additional information, which the minister or Response Team should supply. The insurance carrier should be kept informed of every development and decision made regarding the sex offender.

(2) UUA Staff should also be notified. (Note: TJMC's liability insurance carrier, Church Mutual Insurance Co., wants to be notified of any circumstance—such as a convicted sex offender attending church—that might increase the church's liability exposure. The insurance company will conduct its own risk assessment, and it reserves the right to amend the church's policy to exclude defense and coverage of any incident arising from the offender's attendance at/involvement in church if it deems the risk too great. If the insurance company is not notified, then it will not be obligated to defend against or cover any liability that might be incurred by the church as a result of an incident involving the offender.)

5. Church-wide meeting.

Based on its assessment after meeting with the Person (D.2), the Response Team will make a recommendation to the Board considering the advisability of holding a church-wide meeting at which appropriate information can be shared and the

thoughts and feelings of church members can be expressed. Although the Board may waive such a meeting upon recommendation of the Response Team, the default position shall be to hold a meeting. (Note: There may be a situation in which a person contacts the minister, reveals that he is a convicted sex offender, inquires what he needs to do in order to attend worship and become involved in church life, and generally expresses a sincere desire to cooperate but does not wish for the entire congregation to know his status as a sex offender. In such a case the Response Team may choose to recommend against a church-wide meeting.)

6. Development of Limited Access Agreement. If the professional assessment indicates that the person is at high risk for re-offending, the person will be denied access to the church community until such time as another assessment shows that treatment has been successful at reducing the risk. On the other hand, if the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Response Team will draft a proposed Limited Access Agreement to be reviewed by all ministers and the church board. All convicted sex offenders will be required to sign a Limited Access Agreement. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the person refuses to sign such an agreement, he or she will be denied access to congregation functions and church property.

A convicted offender who refuses to sign a Limited Access Agreement will be informed in writing that if he or she enters the congregation or its property, he or she will be asked to leave by a member of: (1) the church staff; (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance while someone remains with the person. A restraining order against the person may be pursued in an appropriate case.

7. Essential terms of Limited Access Agreement. Samples of a Limited Access Agreement are available in Balancing Acts and may be utilized as a guide in the preparation of a situation specific Limited Access Agreement at Thomas Jefferson Memorial Church. The Limited Access Agreement, to be signed by the person in question, the minister(s), and the board president, must contain the following essential terms (among others that may be deemed appropriate):

(a) No Contact with Children and Youth: The person must avoid all unsupervised contact with children and youth while on church property or at church-sponsored events. The person must completely refrain from participation/involvement in programs and events for children and/or youth, including but not limited to: Religious Education programs and activities, stories or talks for worship, children's choirs, youth group events, activities during intergenerational events, and driving or otherwise transporting children or youth.

(b) Adult Companion: The person must be accompanied by an adult, who has been approved by the Response Team and is familiar with the person's situation and who has agreed beforehand to serve as an escort, at all times while on church property or at a church-sponsored event, including when using the restroom. (Note: The church's liability insurance carrier advises that a large number of such claims have arisen from misconduct in restrooms.)

(c) No Discussion of Criminal Case: The person must refrain from talking about the circumstances of his or her conviction/criminal history with other congregants even if asked. However, in special situations (such as in a covenant group or other special setting), this prohibition may be waived. (Note: The purpose of this provision is to avoid the possibility of inflammatory statements such as, "It wasn't really rape—she asked for it," etc.) The Board of Trustees, the minister(s), and the DFD will be informed of the specific terms of the agreement. Other staff members and congregants may be informed either of the general terms of the agreement, or of its specific terms, as is deemed appropriate by the Response Team, minister(s), DFD, and Board of Trustees.

8. Review by attorney. An attorney licensed to practice law in the Commonwealth of Virginia and who specializes in civil liability issues arising from sexual offenses/misconduct will be retained to review and comment on the agreement. (Note: The insurance company may also insist on reviewing the agreement.)

9. No church attendance until agreement signed. The person will not attend church until all parties have signed the agreement. (For persons who must sign, see No. 7 above.)

10. Quarterly meetings. After the agreement is signed, the Response Team will meet at least quarterly with the person in order to review the arrangement and address any concerns. If the minister(s), the DFD, or the board president changes, it is important that the departing person inform the new person of the situation to ensure provision of pastoral support for the offender as well as continuity of awareness of the situation. In sharing information appropriately it is also important to remain aware of confidentiality and privacy for all involved. Copies of files including Limited Access Agreement information should be treated with care and kept in a secure file drawer. If and when additional legal questions arise, the minister(s) and/or board president should contact the lawyer referenced above for additional information and advice.

11. Deciding who needs to know. One of the very important and difficult questions is who needs to know that the person has a history of sex offense. In addition to the Response Team, key persons such as the church staff and the members of the Board of Trustees need to know that the person is attending church, that he or she has agreed not to have contact with children, and that he or she should never be alone with children or youth. The Response Team and the board of trustees will decide on a case-by-case basis whether the entire congregation needs to be informed, and, if so, to what extent.

12. Availability of support and pastoral counseling. Support and pastoral counseling will be made available for congregants for whom the presence in church of a convicted sex offender is upsetting or disturbing (with full recognition that such a reaction is not abnormal). Professional referrals may be made.

13. Reasons for Excluding a Person from All Congregational Activities. Any of the following will constitute a reason for excluding the person from all congregational activities and from church property:

- Refusal for the minister to contact the treatment provider and parole officer
- Refusal to go for a risk assessment with a qualified therapist
- Report by a treatment provider that the individual is at too high a risk for recidivism
- Refusal to sign a Limited Access Agreement
- Refusal to comply with the terms of the Limited Access Agreement

As noted above, if any of these circumstances occur, the person will be informed in writing that if he or she enters church property, he or she will be asked to leave by a member of:

- (1) the church staff;
- (2) the Board of Trustees, or
- (3) the Response Team.

If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance. A restraining order against the person may be pursued in an appropriate case.

E. Procedure in the Case of a Person Formally Charged with a Criminal Sex Offense (against a Minor or Adult)

We adopt the following procedure as set forth in "Balancing Acts", with some modification, for use by our congregation in the case of an arrest, detention, charge, and release on bond of a person for a criminal sex offense against a minor or adult:

1. Delayed church attendance. The person's attendance at (or, if a congregant, a return to) church will be delayed for at least 30 days from the date of his or her release on bond. Such delay will enable the congregation to begin to absorb the shock of a congregant's arrest and will allow time for the development of an appropriate response. (Pastoral counseling may be offered to the person off-site.) The Response Team will be convened.

2. Persons to notify.

(1) A minister, Response Team member, or church officer will notify the church's liability insurance carrier and provide any information requested. The insurance company will likely make its own risk assessment.

(2) UUA Staff will also be notified.

(3) The minister(s) and church officers, with input from other church staff and board members, will notify the congregation (members and friends) of the person's arrest, detention, charge, release on bond, and anticipated date of return to church by means of a letter sent by USPS, as well as by other means as deemed

appropriate. A church-wide meeting will be held at which concerned congregants can discuss issues concerning the person's anticipated return to church. Additional meetings may be scheduled thereafter if considered advisable.

3. Development of Limited Access Agreement. The Response Team will draft a proposed Limited Access Agreement to be reviewed by the minister(s) and the church board. The final agreement, to be signed by the person in question, the minister(s), and the board president, must contain the following essential terms (among others that may be deemed appropriate):

(a) No Contact with Children and Youth: The person must avoid all unsupervised contact with children and youth while on church property or at church-sponsored events. The person must completely refrain from participation/involvement in programs and events for children and/or youth, including but not limited to: Religious Education programs and activities, stories or talks for worship, children's choirs, youth group events, activities during intergenerational events, and driving or otherwise transporting children or youth.

(b) Adult Companion: The person must be accompanied by an adult who has been approved by the Response Team, and who is familiar with the person's situation and who has agreed beforehand to serve as an escort, at all times while on church property or at a church-sponsored event, including when using the restroom. (Note: The church's liability insurance carrier advises that a large number of such claims have arisen from misconduct in restrooms.)

(c) No Discussion of Case: The person must refrain from talking with congregants about the circumstances of his or her pending case and related issues (such as whether the person has a history of the type of misconduct alleged) even if asked. (Note: The purpose of this provision is to avoid the possibility of inflammatory statements by the person and/or insensitive, unfair, or intrusive questions by congregants.)

(d) No Admission of Guilt: The agreement will expressly state that the person's signing the agreement in no way constitutes an admission or suggestion of guilt of the criminal offense(s) with which the person has been charged. The Board of Trustees, the minister(s), and the DFD will be informed of the specific terms of the agreement. Other staff members and congregants may be informed either of the general terms of the agreement, or of its specific terms, as is deemed appropriate by the Response Team, minister(s), DFD, and Board of Trustees.

4. Review by attorney. An attorney licensed to practice law in the Commonwealth of Virginia and who specializes in civil liability issues arising from sexual offenses/misconduct will be retained to review and comment on the agreement. The insurance company will likely insist on reviewing the agreement as well.

5. No church attendance until agreement signed. The person will not attend church until all parties have signed the final agreement. (For persons who must sign, see No. 3 above.)

6. Periodic review of agreement. Once the agreement has been signed, it will be reviewed by the Response Team at least every three months while the criminal case is pending to determine whether any adjustments are warranted by circumstances. A revised agreement must be signed by the original parties, and the persons noted above must be informed of the revised terms.

7. Refusal to sign agreement. A person who declines to sign a written agreement, for whatever reason, will be informed in writing that he or she is prohibited from entering church property or attending any off-site church functions while his or her criminal case is pending. Likewise, a person who signs an agreement but who fails to observe one or more of its terms will be informed in writing that he or she is prohibited from entering church property or attending any off-site church functions while the criminal case is pending. The writing will also inform the person that if he or she enters church property, he or she will be asked to leave by a member of (1) the church staff, (2) the Board of Trustees, or (3) the Response Team. If none of the above is present, a church member may ask the person to leave. If the person refuses to leave, the local police will be called for assistance while someone remains with the person. A restraining order against the person may be pursued in an appropriate case.

8. Availability of support and counseling. Support and pastoral counseling will be made available for the person's spouse/partner and family members, and also for congregants for whom the presence in church of a person accused of a sex offense is upsetting or disturbing (with full recognition that such a reaction is not abnormal). Professional referrals may be made. ADDENDUM The Board of Trustees may consider applying this Policy and Procedure, or any aspect of it, in a case involving a person who has been convicted of or formally charged with a nonsexual criminal offense against the person, including but not limited to offenses contained in sections 18.2-30 through 18.2-76.2 of the Code of Virginia ("Crimes against the Person").

F. Procedure in the Case of a Congregant whose charges have been dropped or who has been acquitted of a Criminal Sex Offense (against a Minor or Adult) or a Violent Crime

1. The Congregant will meet with the Response Team to discuss his/her reentry into unrestricted congregational participation.
2. The Response Team will undertake appropriate education of the congregation about this reentry process.
3. Pastoral Care will be provided to the congregant, his family and any congregants for whom this process is upsetting or disturbing.

SUPPORTING INFORMATION The following is provided as information only and is not considered to be part of the actual policy. It is included at the request of the Board of Trustees at Thomas Jefferson Memorial Church, Unitarian Universalist. No edits may be made to this information unless it is replaced with a letter directly from Church Mutual.

A Word from our Insurance Company (Church Mutual) In drafting the working papers for the Safe Congregation Task Force Nadine Roddy (one of the task force members) contacted Brad Bollman, an attorney in the legal department of the church's liability insurance carrier. The questions we were most interested in having answered were: (1) what the church's liability exposure would likely be if a convicted or accused sex offender were permitted to attend church without a written limited access agreement in place and an incident of sexual misconduct occurred; and (2) if there were any scenarios in which the Insurance company might amend our policy to exclude coverage for any incidents arising from the attendance of a particular offender.

Mr. Bollman said that the Insurance Company would need to be notified just as soon as it looked as though a convicted or accused offender would be attending church on a regular basis. The Insurance Company would conduct its own assessment of the risk presented and if it believed the risk too great, it would have the right to amend our policy to preclude coverage arising from any incident involving the person in question at church. Such an action would not only leave us without coverage for any judgment obtained against the church, but it would also leave us without legal defense by the insurance company. We would have to retain and pay for an independent attorney. Also an injured person would have a "very viable negligence claim" against a church if either a convicted or an accused offender were permitted to attend the church without having signed a written agreement and an incident of sexual misconduct were to occur. Mr. Bollman did not see much difference in the liability exposure presented by an accused as opposed to a convicted offender. He said that is because, in all 50 states the standard of liability in negligence is whether the defendant "knew or had reason to know" that the offender presented a risk of harm to others. He explained that the independent "probable cause" findings that support an arrest, a detention, and a "holding for trial" respectively are sufficient to provide a church with "reason to know" that an accused offender presents a risk of harm if no enforceable restrictions are put in place.

Drafted by the Safe Congregations Task Force Board approved: March 2011, modified September, 2015

ADDENDUM

The Board of Trustees may consider applying this Policy and Procedure, or any aspect of it, in a case involving a person who has been convicted of or formally charged with a nonsexual criminal

offense against the person, including but not limited to offenses contained in sections 18.2-30 through 18.2-76.2 of the Code of Virginia ("Crimes against the Person").

Procedure in the Case of a Congregant acquitted of a Criminal Sex Offense (against a Minor or Adult) or a Violent Crime

4. The Congregant will meet with the Response Team to discuss his/her reentry into unrestricted congregational participation.
5. The Response Team will undertake appropriate education of the congregation about this reentry process.
6. Pastoral Care will be provided to the congregant, his family and any congregants for whom this process is upsetting or disturbing.

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Mr. Bollman said that the Insurance Company would need to be notified just as soon as it looked as though a convicted or accused offender would be attending church on a regular basis. The Insurance Company would conduct its own assessment of the risk presented and if it believed the risk too great, it would have the right to amend our policy to preclude coverage arising from any incident involving the person in question at church. Such an action would not only leave us without coverage for any judgment obtained against the church, but it would also leave us without legal defense by the insurance company. We would have to retain and pay for an independent attorney.

Also an injured person would have a "very viable negligence claim" against a church if either a convicted or an accused offender were permitted to attend the church without having signed a written agreement and an incident of sexual misconduct were to occur.

Mr. Bollman did not see much difference in the liability exposure presented by an accused as opposed to a convicted offender. He said that is because, in all 50 states the standard of liability in negligence is whether the defendant "knew or had reason to know" that the offender presented a risk of harm to others. He explained that the independent "probable cause" findings that support an arrest, a detention, and a "holding for trial" respectively are sufficient to provide a church with "reason to know" that an accused offender presents a risk of harm if no enforceable restrictions are put in place.

Drafted by the Safe Congregations Task Force
Board approved: March 2011
Revised: August 2015

IX. ELECTRONIC VOTING

A. BOARD ELECTRONIC VOTING

POLICY I.A.1

Electronic voting be utilized when decisions need to be made quickly between Board meetings:

- A motion is made by a voting Board member in an email.
- A second voting member seconds it.
- Discussion begins. A deadline is given for the length of the discussion and when voting will occur. (Usually 3 to 7 days.)
- A quorum is predetermined as well as whether the vote needs to be unanimous or majority.
- The motion and vote outcome are read into the minutes at the next Board meeting.
- Any Board member can request that the motion be discussed face to face rather than electronically.